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# **eFABS**

## *User Guide*

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Version 1.2, February 2009

## NOTICES

- ❖ The information in this document is subject to change without notice

## TRADEMARKS

- ❖ Metastorm BPM and Internet Explorer are the trademarks (or property) of their respective owners

## DOCUMENT HISTORY

Version	Document Date	Change Summary
v. 1.2	February 2009	Consolidation of all eFABS user guides, and complete update of eFABS information including Metastorm BPM screen shots, text edits, and addition of new allowances

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# Chapter 1

## Introduction

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**T**his reference guide provides Foreign Service Officers (FSOs), Assistants, Personnel Approvers, Budget Approvers, Claims Authorizers, FMD Payments Processors, and Certifying Officers with information about using the electronic Foreign Allowance Benefit System (eFABS) to initiate, approve, and finalize foreign allowance requests.

*Advantages of eFABS include:*

- *Easy management of personal information and foreign allowance requests,*
- *Electronic processing and reporting of employee foreign allowance benefits, and*
- *Ability to monitor the progress of allowance requests throughout the approval process.*

*The eFABS User Guide provides detailed information about:*

- *Requesting access to the eFABS application,*
- *Completing and submitting personal profiles,*
- *Initiating foreign allowance requests, and*
- *Approving foreign allowance requests for final payment.*

*The following sections define eFABS users and provide contact information for Financial Management Division (FMD) representatives, Foreign Agricultural Service (FAS) representatives, and the APHIS Technical Assistance Center (ATAC).*

## 1.1 Definition of eFABS Users

The following table provides information about eFABS users. If you have any questions regarding your eFABS user role assignment, please contact an FMD or FAS representative.

## eFABS User Roles

<i>Foreign Service Officer (FSO)</i>	APHIS or FAS employee who is located in a foreign country and responsible for creating a personal profile and initiating eFABS allowances
<i>Assistant</i>	APHIS or FAS employee who is able to initiate an eFABS allowance for a designated FSO
<i>Personnel Approver</i>	APHIS or FAS representative who is responsible for approving personal profiles and advance requests
<i>Budget Approver</i>	APHIS or FAS representative who is responsible for reviewing eFABS requests and providing financial information
<i>Claims Authorizer</i>	APHIS representative who is responsible for reviewing and authorizing foreign allowance requests
<i>FMD Payments Processor</i>	FMD representative who is responsible for entering payment information from eFABS into FFIS
<i>Certifying Officer</i>	FMD representative who is responsible for certifying eFABS allowance requests

## 1.2 Contacts and Technical Support Information

### 1.2.1 APHIS Contacts and Technical Support Information

Contact	Email	Phone
Jennifer Graham	Jennifer.Graham@aphis.usda.gov	301.734.7043
Liz Groth	Liz.J.Groth@aphis.usda.gov	612.336.3269
Wayne Simon	Wayne.E.Simon@aphis.usda.gov	612.336.3270

If you have problems establishing a connection to the APHIS network, please contact APHIS Technical Assistance Center (ATAC).

Contact	Email	US Toll-Free Phone	International Phone
ATAC	atac@aphis.usda.gov	877.944.8457	919.855.7888

## 1.2.2 FAS Contacts and Technical Support Information

### FAS Contacts

Contact	Email	Phone
Hedy Armstrong	Hedy.Armstrong@fas.usda.gov	202.690.2879
Amy Curtis	Amy.Curtis@fas.usda.gov	202.720.1166
Ann Deans	Ann.Deans@fas.usda.gov	202.720.5905

### Technical Support

Contact	Email	Phone
FAS	FASHELP@FAS.USDA.GOV	202.720.6763
Noah Waters	Noah.Waters@fas.usda.gov	202.720.6763
Cheryl Goldsmith	Cheryl.Goldsmith@fas.usda.gov	202.720.6763

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# Chapter 2

## Accessing and Working with eFABS

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**T**his chapter provides information about accessing and working with eFABS. For access to eFABS, you must have or establish a Metastorm BPM user ID and password. You can establish your Metastorm BPM account and request access to eFABS simultaneously. In addition, an overview of the Metastorm BPM navigation and workflow is provided, and the following eFABS capabilities are discussed:

- *Managing your Metastorm BPM password and email information,*
- *Assigning and revoking Assistant Role access,*
- *Adding attachments and notes to eFABS allowances, and*
- *Monitoring the progress of Allowance Requests.*

### 2.1 Requesting Access to eFABS

This section provides information about requesting access to the eFABS application for both first-time and established Metastorm BPM users. For access to eFABS, you must have or establish a Metastorm BPM user ID and password. Once eFABS access has been approved, you can begin processing reimbursement requests.

#### 2.1.1 Requesting Access to eFABS for First-time Metastorm BPM Users

Prior to using the eFABS system, you must establish a Metastorm BPM user ID and password. If you are a first-time user of the Metastorm BPM applications system, you can establish a Metastorm BPM user account and request access to eFABS simultaneously. For information about establishing a Metastorm BPM user ID and password, refer to the *APHIS Metastorm BPM Registration and Authorization Guide* located on the APHIS TechCenter Web site:

**<http://techcenter.aphis.usda.gov/ework/>**

To access the guide, click Metastorm Application Registration Guide located under the Metastorm BPM Resource Zone (see Figure 2.1). Follow new requestor instructions for establishing a Metastorm BPM user ID and password and requesting access to the eFABS application.

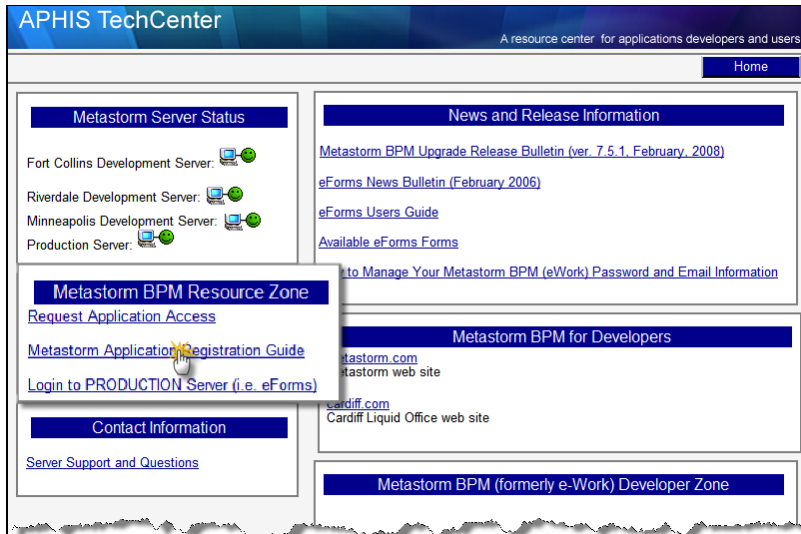


Figure 2.1: Metastorm Application Registration Guide Link on TechCenter Homepage

## 2.1.2 Requesting Access to eFABS for Established Metastorm BPM Users

If you have already established a Metastorm BPM user ID and password, you will have to register for access to the eFABS application via Metastorm BPM.

*To Register for Access to eFABS*

1. Using Internet Explorer, logon to the APHIS TechCenter Web site located at:  
**<http://techcenter.aphis.usda.gov/ework/>**
2. Click Request Application Access located under the Metastorm BPM Resource Zone (see Figure 2.2).

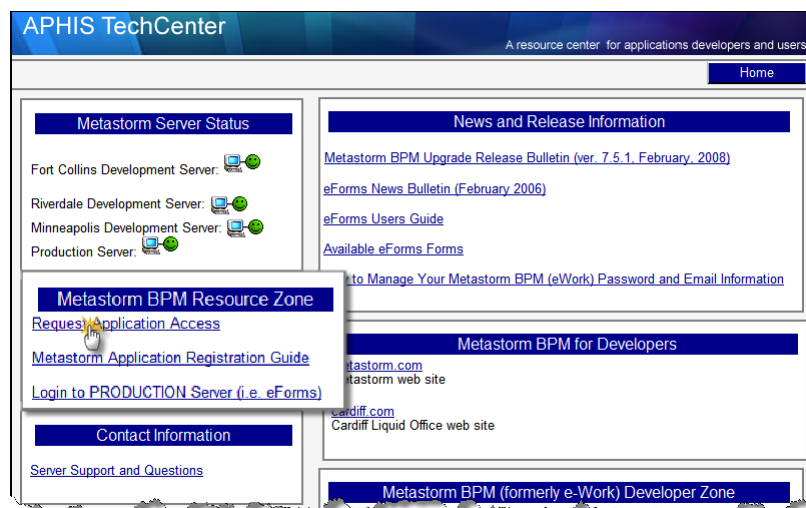
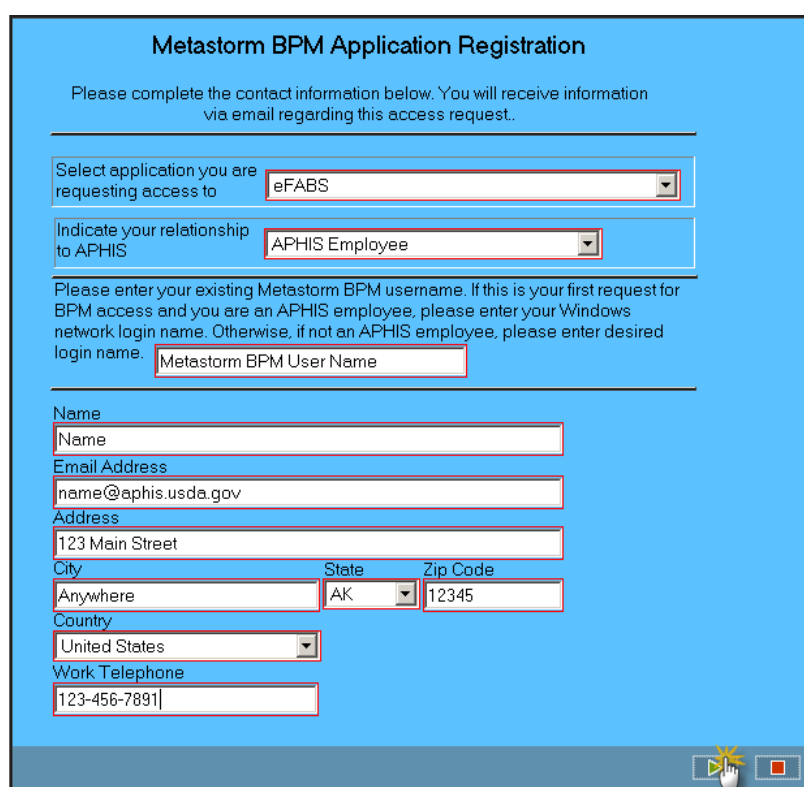


Figure 2.2: Request Application Access Link on TechCenter Home Page



3. When the Metastorm BPM Application Registration page opens:
  - Select the eFABS application from the drop down menu
  - Select your relationship to APHIS from the drop down menu
  - Enter your Metastorm BPM username
  - Enter your full name, address, city, state, zip code, country, email address, and work telephone in the remaining required fields
4. Submit your eFABS application access request by clicking the green submit arrow (see Figure 2.3).



The screenshot shows a web form titled "Metastorm BPM Application Registration". Below the title is a message: "Please complete the contact information below. You will receive information via email regarding this access request." The form contains several input fields and dropdown menus, all of which are filled with example data. The fields are: "Select application you are requesting access to" (dropdown menu with "eFABS" selected), "Indicate your relationship to APHIS" (dropdown menu with "APHIS Employee" selected), "Please enter your existing Metastorm BPM username. If this is your first request for BPM access and you are an APHIS employee, please enter your Windows network login name. Otherwise, if not an APHIS employee, please enter desired login name." (text input field with "Metastorm BPM User Name" entered), "Name" (text input field with "Name" entered), "Email Address" (text input field with "name@aphis.usda.gov" entered), "Address" (text input field with "123 Main Street" entered), "City" (text input field with "Anywhere" entered), "State" (dropdown menu with "AK" selected), "Zip Code" (text input field with "12345" entered), "Country" (dropdown menu with "United States" selected), and "Work Telephone" (text input field with "123-456-7891" entered). At the bottom right of the form, there is a green submit arrow button and a red close button.

**Figure 2.3: Completed Metastorm BPM Application Registration Request**

5. You will immediately receive a Microsoft Explorer message box informing you that the Web page you are viewing is trying to close the Window, and asking you if you want to close the window. Click yes.

You will receive an email from the Application Registrar when you have been approved for access to the eFABS application.

## 2.2 Logging into Metastorm BPM and Accessing eFABS

After you receive confirmation of your eFABS access approval, you are able to logon to the Metastorm BPM main page and access the application.

*To logon and access the eFABS application*

1. Using Internet Explorer, access Metastorm BPM:
  - APHIS users go to: **<http://bpm.aphis.usda.gov:81/Metastorm/>**
  - FAS users go to: **<https://publicbpm.aphis.usda.gov/MetaStorm/>**
2. When the Metastorm BPM login window opens, enter your user name and password. Click the green submit arrow (see Figure 2.4).



*Figure 2.4: Metastorm BPM Login Window*

3. The Metastorm BPM main page opens.

You now have access to the eFABS system and can begin processing foreign allowance requests. Although specific capabilities of eFABS are dependent upon user role assignments, navigational and workflow features of Metastorm BPM are consistent among all roles. Refer to Figure 2.5 for an overview of the navigation and workflow environment in Metastorm BPM.

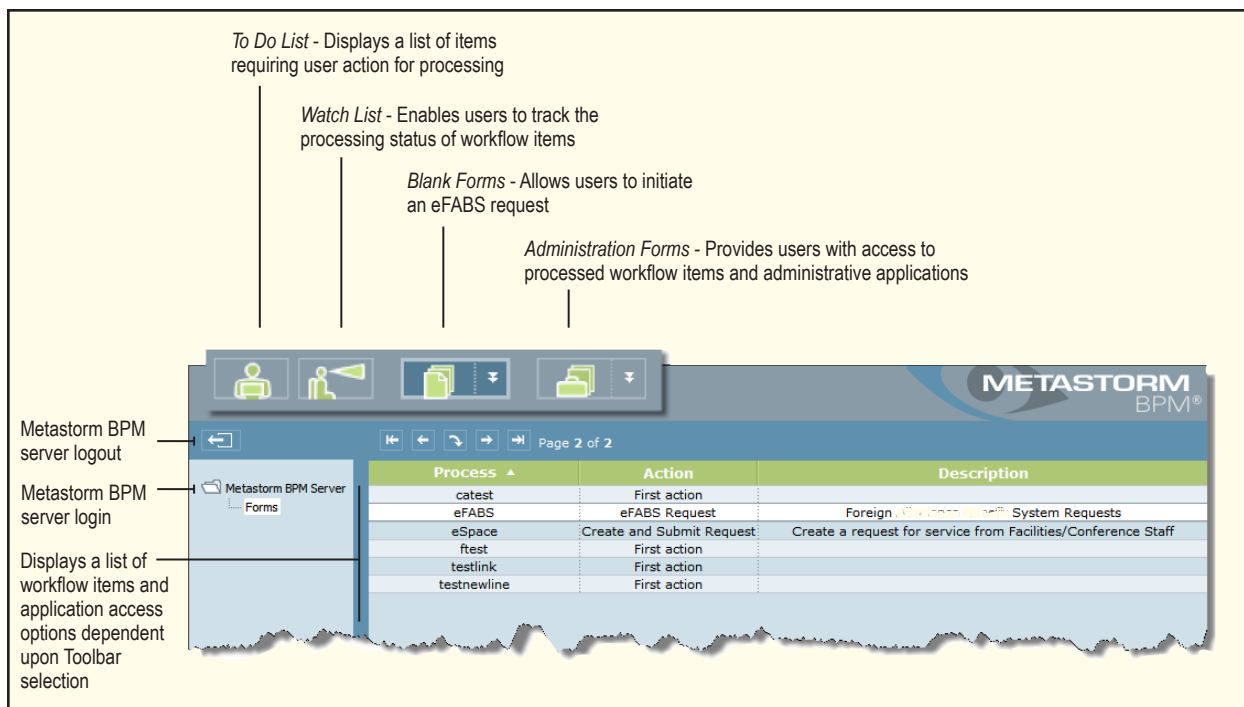


Figure 2.5: Metastorm BPM Workflow and Navigation

## 2.3 Changing your Metastorm BPM Password

*To change your Metastorm BPM Password*

- Using Internet Explorer, access Metastorm BPM:
  - APHIS users go to: **<http://bpm.aphis.usda.gov:81/Metastorm/>**
  - FAS users go to: **<https://publicbpm.aphis.usda.gov/MetaStorm/>**
- Select Administration Forms and click once on the Manage Metastorm User Acct process option (see Figure 2.6).

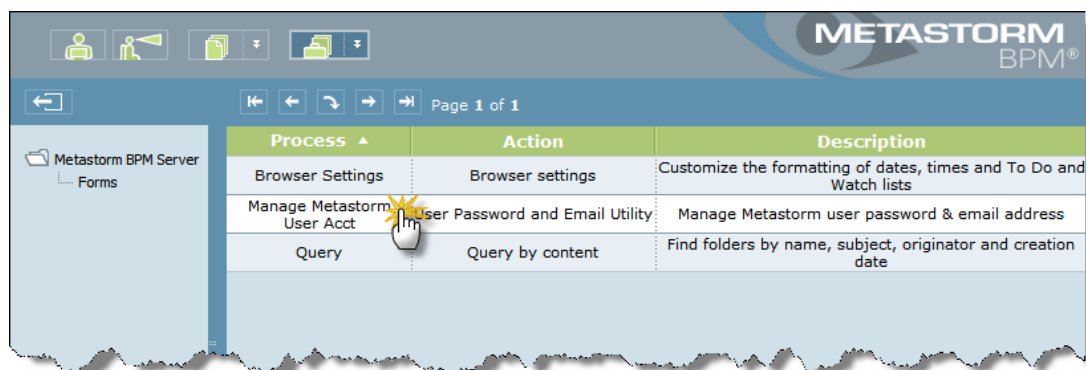
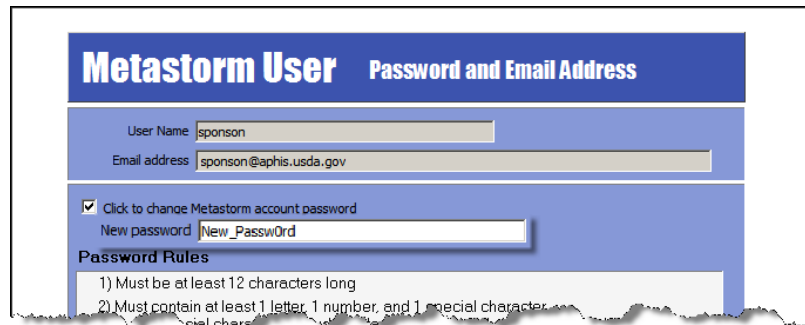


Figure 2.6: Manage Metastorm User Account Process in Administration Forms List

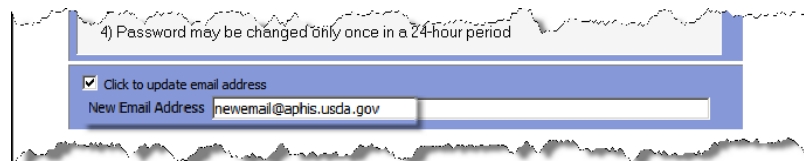
- When the *Metastorm User Password and Email Address* window opens, click the checkbox next to Change Metastorm Account Password. When the new password field opens, enter your new password (see Figure 2.7).



The screenshot shows a web form titled "Metastorm User Password and Email Address". It has two main sections. The first section contains fields for "User Name" (with the value "sponson") and "Email address" (with the value "sponson@aphis.usda.gov"). The second section is for password changes and includes a checkbox labeled "Click to change Metastorm account password" which is checked. Below this is a "New password" field containing "New\_Password". Underneath the password field is a "Password Rules" box with four rules: 1) Must be at least 12 characters long; 2) Must contain at least 1 letter, 1 number, and 1 special character; 3) Must not match any of the previous 24 passwords; 4) Password may be changed only once in a 24-hour period.

**Figure 2.7: Changing your Metastorm BPM Password**

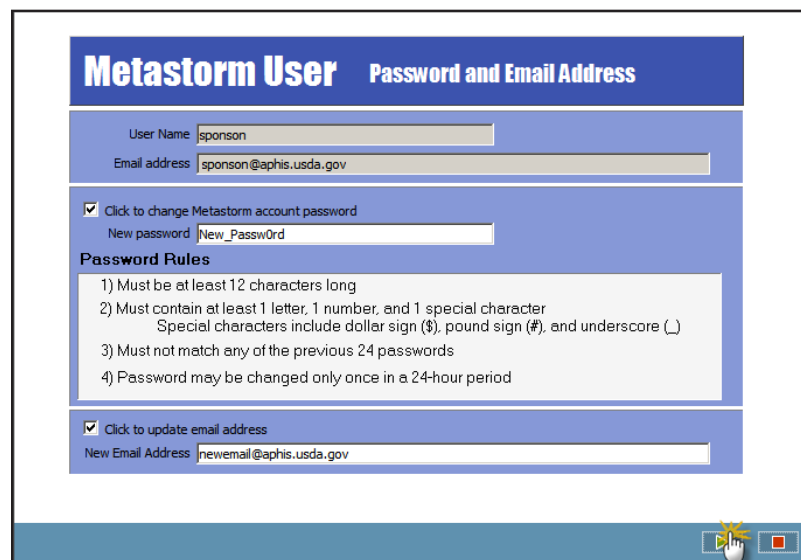
- You can update your email information by clicking on the checkbox next to Update Email Address. Enter your email address in the New Email Address field (see Figure 2.8).



This screenshot shows a portion of the same web form, specifically the email update section. It includes a checkbox labeled "Click to update email address" which is checked. Below it is a "New Email Address" field containing "newemail@aphis.usda.gov". Above this section, a rule from the password rules box is visible: "4) Password may be changed only once in a 24-hour period".

**Figure 2.8: Changing your Metastorm BPM Email Information**

- Click the green submit arrow to update your Metastorm BPM password and email information (see Figure 2.9).



This screenshot shows the full web form with both the password change and email update sections. The "Click to change Metastorm account password" checkbox is checked, and the "Click to update email address" checkbox is also checked. At the bottom right of the form, there is a green arrow button with a hand icon pointing to it, indicating the submit button. The rest of the form fields and rules are the same as in the previous figures.

**Figure 2.9: Submitting your Updated Metastorm BPM Password and Email Information**

## 2.4 Assigning and Revoking Assistant Role Access

FSOs can assign Assistants to their eFABS user role accounts enabling Assistants to initiate eFABS allowance requests for the FSOs. This section provides information about assigning and revoking Assistant access.

*To assign Assistant Role access*

1. Login to Metastorm BPM and click Assign Access in the Administration Forms list (see Figure 2.10).

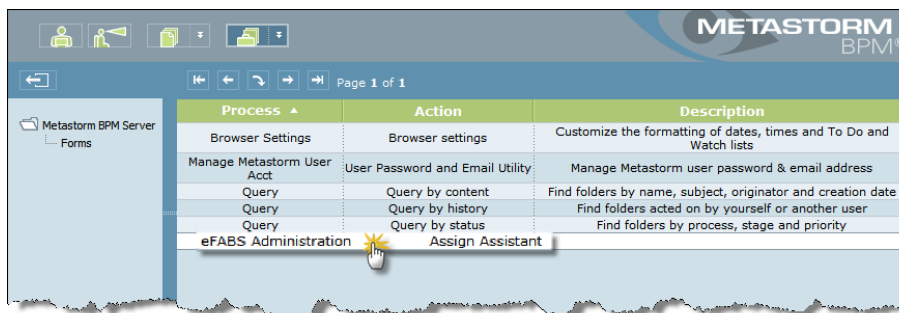


Figure 2.10: Assign Assistant Option in Administration Forms List

2. When the *eFABS Assistant Role* window opens, choose Assign Access and select an Assistant from the dropdown menu. Click the green submit arrow (see Figure 2.11).

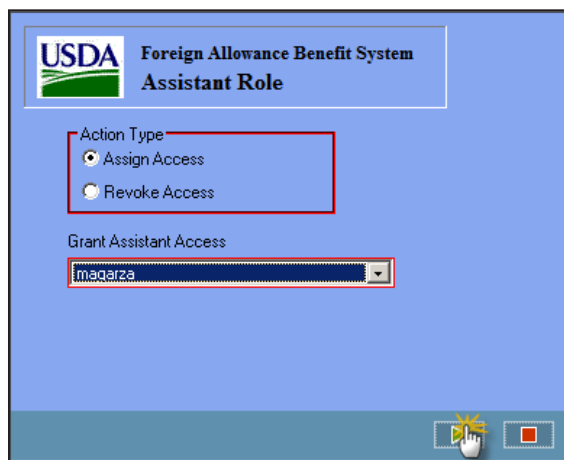


Figure 2.11: Assigning Access in the eFABS Assistant Role Window

3. An email notification is sent to the Assistant about the FSO assignment.

*To revoke Assistant Role access*

1. Login to Metastorm BPM and click Assign Access in the Administration Forms list (refer to Figure 2.10).

2. When the *eFABS Assistant Role* window opens, choose Revoke Access and select an Assistant from the dropdown menu. Click the green submit arrow (see Figure 2.12).

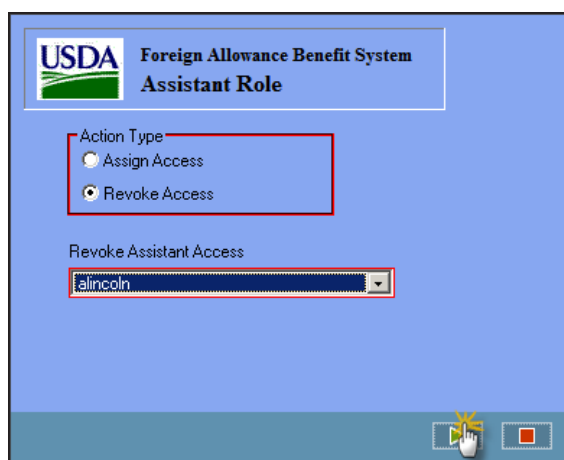


Figure 2.12: Revoking Access in the eFABS Assistant Role Window

3. An email notification is sent to the Assistant about the revoked FSO assignment.

## 2.5 Adding Attachments and Notes to eFABS Allowances

Every eFABS allowance processing window allows users to attach documentation or add comments to the allowance. This section provides information about using these processing options.

*To add an attachment*

1. Click the Add Attachment processing option on the eFABS allowance processing window (see Figure 2.13).

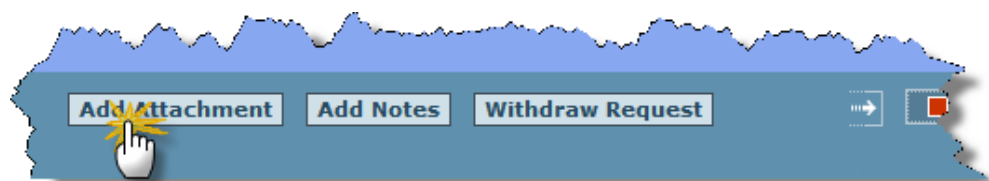
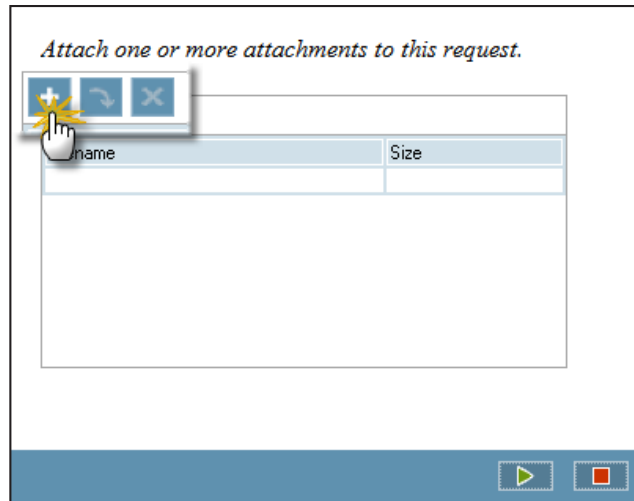


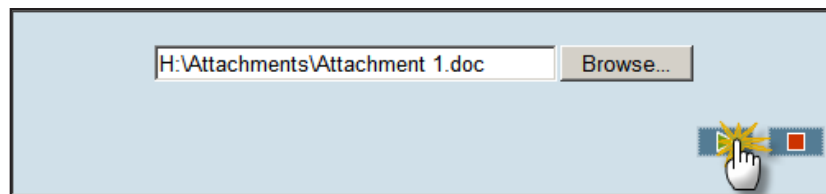
Figure 2.13: eFABS Allowance Add Attachment Processing Option

2. When the Add Attachments window opens, click the plus sign to open the browse window (see Figure 2.14).





**Figure 2.14: Add Attachment Window**

3. Click Browse to open the choose file window and navigate to the folder containing the attachment on your hard drive. Choose the attachment and click Open.
4. When the browse window opens showing the file name, click the green submit arrow to attach the file to the eFABS allowance (see Figure 2.15).



**Figure 2.15: Browse Window Showing Attachment File**

5. To add more attachments, simply click the plus sign and follow the previous steps. To delete any attachments, select the document and click the delete button  located on the attachment page. You can open any attachment by clicking the open button  (refer to Figure 2.14).

*To add a note*

1. Click the Add Notes processing option in the eFABS allowance processing window (see Figure 2.16).



**Figure 2.16: eFABS Allowance Add Attachment Processing Option**

2. When the Add Note window opens, enter your comments and click the green submit arrow (see Figure 2.17).

Figure 2.17: Add Note Window

## 2.6 Monitoring the Progress of eFABS Allowance Requests

After you submit an eFABS Allowance Request, you can easily monitor the progress of your request via the Watch List. The Stage column displays the routing status of your request and the Message column indicates the current processing status of the allowance (see Figure 2.18).

Folder	Subject	Updated	Stage	Priority	Deadline	Message
Allowance0745	Update Profile for joe mauer	1/27/2009 1:35 PM	Profile Approved	9		Approve
Allowance0896	KE-EDUC-0896-jMAUER-SOUTH AMERICA	2/2/2009 12:39 PM	Certified	9		Payment Archive

Figure 2.18: Metastorm BPM Watch List

*If you start a request and do not submit it, the request remains in your To Do List until you submit or delete the request.*

Once your allowance request has been approved, you will receive an email confirming the approval and payment of your request.



# Chapter 3

## Working with eFABS User Profiles

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**T**his chapter provides detailed information about submitting and processing an eFABS Residency and Dependency Report or User Profile. After the FSO completes and submits a User Profile, the profile is sent to the Personnel Approver for review and approval. This chapter discusses how:

- FSOs complete and submit User Profiles
- FSOs and Assistants update and submit User Profiles
- Personnel Approvers review and approve User Profiles

### 3.1 Creating a PIN and Completing an eFABS User Profile

The first time you login to eFABS, you must create a PIN and complete a Residency and Dependency Report or User Profile. The User Profile consists of eight sections that must be completed prior to submitting the profile for approval. The information that you enter in the User Profile is similar to the data requested on the OF 126 form. The following steps provide detailed information about creating your PIN and completing the User Profile.

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 3.1).

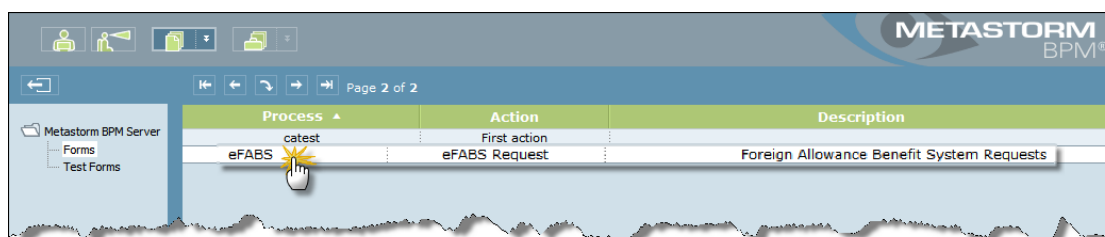

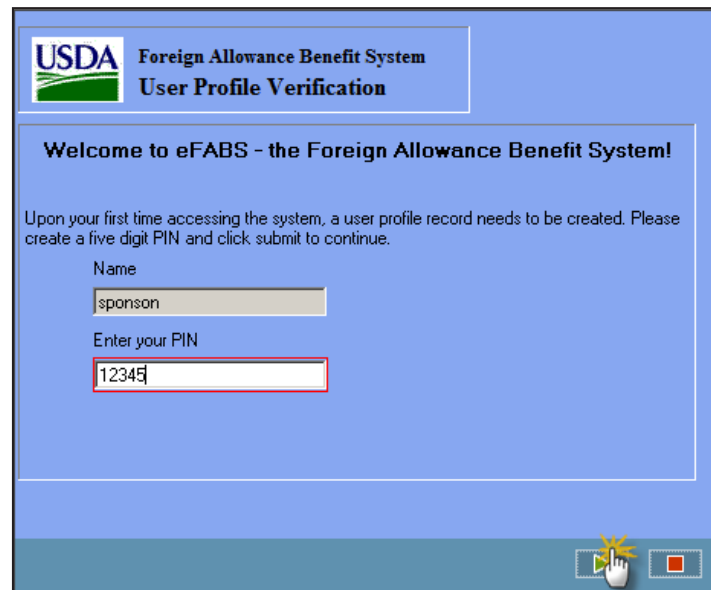


Figure 3.1: eFABS Processing Option in Metastorm BPM Blank Forms List

2. In the *eFABS User Profile Verification* window, enter a five-character PIN. Your PIN can consist of any combination of numbers, letters and symbols. After you enter your PIN, click the green submit arrow (see Figure 3.2).

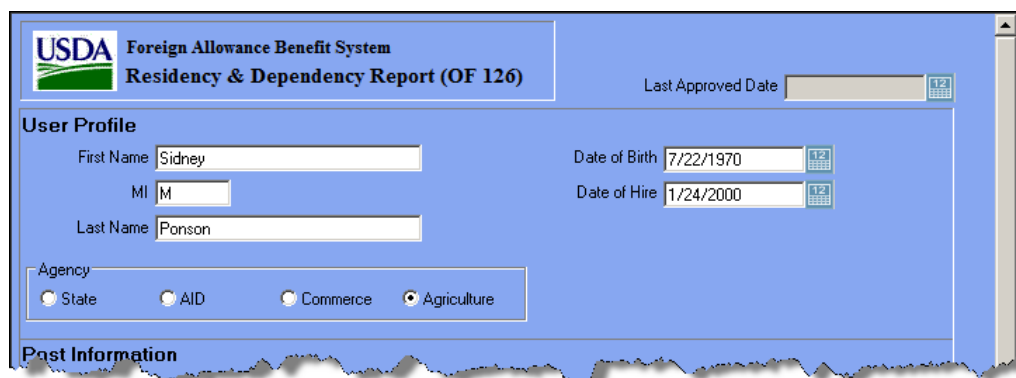
 Please make note of your PIN selection. You will be required to enter the PIN for user verification purposes every time you access the eFABS system.



The screenshot shows the 'eFABS User Profile Verification' window. At the top left is the USDA logo. The title bar reads 'Foreign Allowance Benefit System User Profile Verification'. Below this is a 'Welcome to eFABS - the Foreign Allowance Benefit System!' message. A text block states: 'Upon your first time accessing the system, a user profile record needs to be created. Please create a five digit PIN and click submit to continue.' There are two input fields: 'Name' with the value 'sponson' and 'Enter your PIN' with the value '12345'. The PIN field is highlighted with a red border. At the bottom right, there is a green submit arrow icon and a red stop icon.

**Figure 3.2: eFABS User Profile Verification Window**


3. When the *eFABS Residency and Dependency Report* window opens, enter your name, date of birth, date of hire, and select your Agency in the User Profile section (see Figure 3.3).

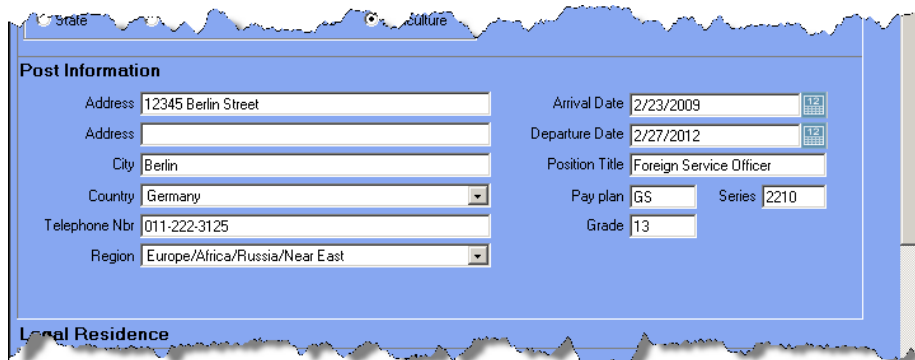


The screenshot shows the 'eFABS Residency & Dependency Report (OF 126)' window. The title bar includes the USDA logo and the text 'Foreign Allowance Benefit System Residency & Dependency Report (OF 126)'. There is a 'Last Approved Date' field with a calendar icon. The 'User Profile' section contains several input fields: 'First Name' (Sidney), 'MI' (M), 'Last Name' (Ponson), 'Date of Birth' (7/22/1970), and 'Date of Hire' (1/24/2000). Below these is an 'Agency' section with four radio buttons: 'State', 'AID', 'Commerce', and 'Agriculture' (which is selected). The 'Post Information' section is partially visible at the bottom.

**Figure 3.3: Completed User Profile Section**

4. In the Post Information section, enter the post location address, arrival date, departure date, position title, and pay plan information (see Figure 3.4).

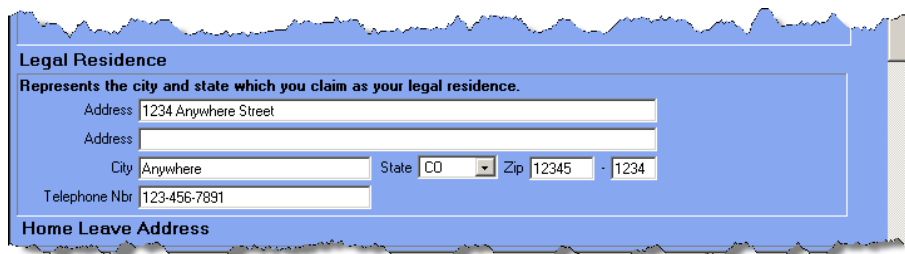
-  If the exact departure date is unknown, choose an arbitrary date such as three years from the arrival date.



The screenshot shows the 'Post Information' section of a form. It includes fields for Address (12345 Berlin Street), City (Berlin), Country (Germany), Telephone Nbr (011-222-3125), and Region (Europe/Africa/Russia/Near East). On the right, there are fields for Arrival Date (2/23/2009), Departure Date (2/27/2012), Position Title (Foreign Service Officer), Pay plan (GS), Series (2210), and Grade (13).

Figure 3.4: Completed Post Information Section

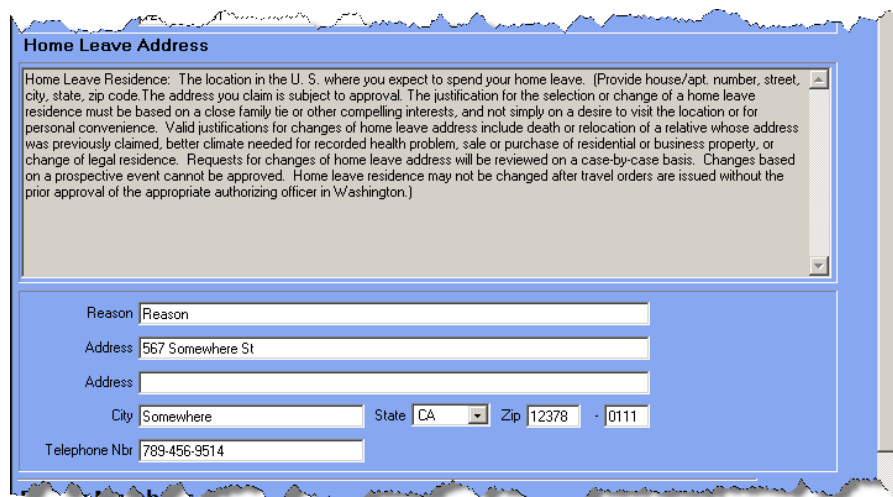
5. Enter your legal address information in the Legal Residence section (see Figure 3.5).



The screenshot shows the 'Legal Residence' section. It includes a text box for Address (1234 Anywhere Street), City (Anywhere), State (CO), Zip (12345 - 1234), and Telephone Nbr (123-456-7891). Below this is the 'Home Leave Address' section.

Figure 3.5: Completed Legal Residence Section

6. In the Home Leave Address section, enter the address information where you anticipate spending your home leave (see Figure 3.6).



The screenshot shows the 'Home Leave Address' section. It includes a text box for Reason (Reason), Address (567 Somewhere St), City (Somewhere), State (CA), Zip (12378 - 0111), and Telephone Nbr (789-456-9514). Below this is a text box for Home Leave Address.

Figure 3.6: Completed Home Leave Address Section

7. Select your marital status under the Family Members section. If you are married, you must complete the spousal information section by selecting your spouse's citizenship and government employment status (see Figure 3.7).

**Family Members**

New Marital Status

☐ Single

☒ Married

☐ Divorced

☐ Death of Spouse

**Spouse Information**

Citizenship

Present: United States

Previous: United States

Is spouse employed with Gov Civil Service?

☒ Yes

☐ No

Employed by

☐ "C" - State

☐ "A" - AID

☐ "R" - Commerce

☐ "G" - Agriculture

☒ "F" - Your Agency

☐ "L" - Other Federal Gov Agency

**Dependent Information**

Figure 3.7: Completed Spouse Information Section

8. In the Dependent Information section, read the dependent status notification and check the box claiming you have dependents. To enter dependent information, use the editable cells at the bottom of the section. Enter the dependent's name, birth date, relationship to you, and eligibility as a dependent. Click Insert to add the dependent's information to the display grid (refer to Figure 3.8).

**Dependent Information**

☒ I have dependents and I have read and understand the following: [Open Printable Version](#)

A dependent may be a spouse, a child under the age of 21, or a relative who is at least 51 percent dependent on you for support (subject to review and approval. See 6 FAM 117; AID employees also see Supplement 1B to HB32, Chapter 1). Children of divorced employees or spouses cannot be listed on travel orders unless (a) a copy of the divorce decree establishing that the employee/spouse has joint or total custody of children is on file in the appropriate personnel office (in joint custody or sole custody cases, a notarized statement from the ex-spouse authorizing the child to reside abroad also is required); and (b) children meet the dependency criteria outlined in 6 FAM 117 for AID or Supplement 1B to HB32, Ch. 1). Dependency information must be kept current. Travel will not be approved if the information is not current.

Page 1 of 1

First Name	MI	Last Name	Birth Date	Relationship	Eligible
Mary	L	Ponson	8/26/1971	Spouse	Yes
Ella	P	Ponson	5/28/2000	Child	Yes

First: Robert M.I.: K Last: Ponson

DOB: 2/13/2002 Relationship: Child Eligible: Yes

**Insert**

Figure 3.8: Inserting Dependent Information

9. You can update or delete dependent information by clicking once on the dependent's row of information to open the Delete and Update options. When the editable cells pre-fill with the data, make necessary changes and click Update, or click Delete to remove the information (see Figure 3.9).

**Dependent Information**

☒ I have dependents and I have read and understand the following: [Open Printable Version](#)

A dependent may be a spouse, a child under the age of 21, or a relative who is at least 51 percent dependent on you for support (subject to review and approval. See 6 FAM 117; AID employees also see Supplement 1B to HB32, Chapter 1). Children of divorced employees or spouses cannot be listed on travel orders unless (a) a copy of the divorce decree establishing that the employee/spouse has joint or total custody of children is on file in the appropriate personnel office (in joint custody or sole custody cases, a notarized statement from the ex-spouse authorizing the child to reside abroad also is required); and (b) children meet the dependency criteria outlined in 6 FAM 117 (for AID see Supp. 1B to HB32, Ch. 1). Dependency information must be kept current. Travel will not be authorized if the information is not current.

Page 1 of 1

First Name	MI	Last Name	Birth Date	Relationship	Eligible
Mary	L	Ponson	8/26/1971	Spouse	Yes
Ella	P	Ponson	5/28/2000	Child	Yes
Robert	K	Ponson	2/13/2002	Child	Yes

First: Robert MI: K Last: Ponson

DOB: 2/13/2002 Relationship: Child Eligible: Yes

[Delete](#) [Update](#) [Cancel](#)

**Person to notify in case of emergency**

**Figure 3.9: Updating or Deleting Dependent Information**

10. Complete the Emergency Contact Section and click the green submit arrow (see Figure 3.10). A verification window immediately opens, read the information and click OK.

**Person to notify in case of emergency**

First Name: Sheila

MI: M

Last Name: Ponson

Address: 567 Someplace Street

City: Someplace State: DE Zip: 12378 - 5586

Telephone Nbr: 789-456-4568

[Submit](#) [Cancel](#)

**Figure 3.10: Completed Emergency Contact Section**

11. When the *eFABS Relationship and Post Update* window opens, select a dependent from the dropdown menu and click Insert to open the editable post status options. Choose the Post Status (e.g., At or Away), Begin Date, End Date and click Insert (see Figure 3.11).

USDA Foreign Allowance Benefit System  
Relationship and Post Update

Select a dependent and add post and relationship info in the grids below.

Select Dependent: Mary

**Post Status**

Page 1 of 1

First Name	Post status	Begin	End

Post Status: At Begin: 2/28/2009 End: 2/28/2012 Insert

**Relationship Dates**

Figure 3.11: Inserting a Dependent's Post Status

You must complete the relationship and post update information for each dependent listed on your profile. In addition, the Begin Date and End Date for each dependent must match your arrival and departure dates. If the dates do not match, you will receive an error message when you submit the user profile.

12. Complete the Relationship Dates section for all dependents that are not your natural children. Click Insert to open the editable post status options, select the dependent's name from the dropdown menu, and enter the date the individual became eligible as your dependent. Click Insert (see Figure 3.12).

USDA Foreign Allowance Benefit System  
Relationship and Post Update

Select a dependent and add post and relationship info in the grids below.

Select Dependent: Mary

**Relationship Dates**

Page 1 of 1

First Name	Date	Relationship

Relationship: Spouse Date: 05/28/1998 Insert

▶ ■

Figure 3.12: Inserting a Dependent's Relationship Date Information

13. When you complete the *eFABS Relationship and Post Update* window, click the green submit arrow
14. A verification window immediately opens. Read the information in the window and click OK to submit your profile to the HQ Personnel Approver. Once your profile has been approved, you or your Assistant will be able to complete and submit eFABS allowance requests.

## 3.2 Updating an eFABS User Profile

User Profiles can be updated by an Assistant or FSO. When a User Profile is updated, it is sent to the Personnel Approver for review and approval. Allowance requests cannot be submitted until the updated User Profile is approved. When the profile is approved, the FSO receives an email notification.

### 3.2.1 Accessing a User Profile

*If you are the Assistant*

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 3.13).

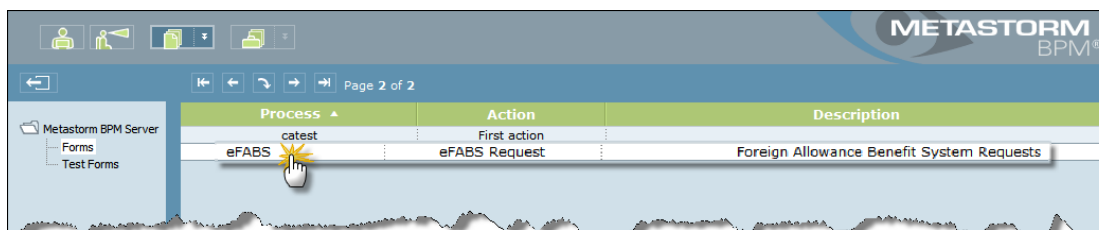


Figure 3.13: eFABS Processing Option in Metastorm BPM To Do List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 3.14).

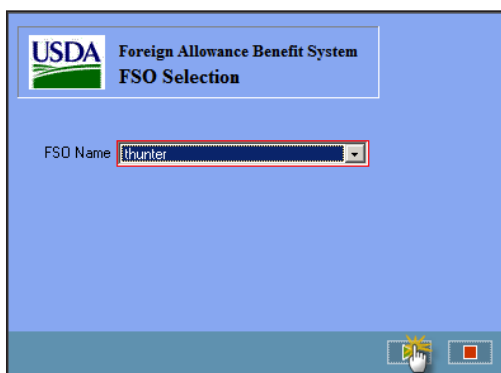


Figure 3.14: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Update Profile and click the green submit arrow (see Figure 3.15). The editable *eFABS Residency and Dependency Report* window opens.

The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text reads 'Foreign Allowance Benefit System' and 'Allowance Request'. Below this, a message says 'Select the type of request to create.' There are two radio button options: 'Request Allowance' and 'Update Profile'. The 'Update Profile' option is selected. At the bottom right, there is a green arrow button with a hand cursor over it, and a red square button.

Figure 3.15: eFABS Allowance Request Window

*If you are the FSO*

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 3.13).
2. When the *eFABS User Profile Verification* window opens, enter your PIN and click Update User Profile (see Figure 3.16). The editable *eFABS Residency and Dependency Report* window opens.

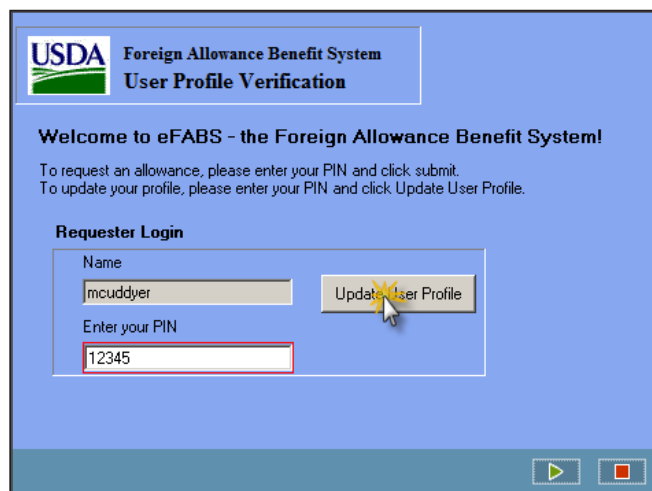

The screenshot shows the 'eFABS User Profile Verification' window. At the top left is the USDA logo. To its right, the text reads 'Foreign Allowance Benefit System' and 'User Profile Verification'. Below this, a message says 'Welcome to eFABS - the Foreign Allowance Benefit System!'. It then provides instructions: 'To request an allowance, please enter your PIN and click submit. To update your profile, please enter your PIN and click Update User Profile.' There is a section titled 'Requester Login' containing a 'Name' field with the text 'mcuddyer' and an 'Update User Profile' button. Below the name field is a 'Enter your PIN' field with the text '12345'. At the bottom right, there is a green arrow button and a red square button.

Figure 3.16: FSO's User Profile Verification Window



### 3.2.2 Updating User Profile Information

1. You can update any section of the User Profile in the editable *eFABS Residency and Dependency Report* window.

 *If you make changes to the Post Location section, you must update the eFABS Relationship and Post Update window. If you make changes to any of the other sections in the User Profile, you are required to agree to the dependent definition, but you do not have to make any changes to the relationship and post information.*

2. To change the departure date for the current post location, click once on the row of data in the Current Approved Post Location display grid (see Figure 3.17).



Agency: ☐ State ☐ AID ☐ Commerce ☒ Agriculture

**Current Approved Post location(s)**

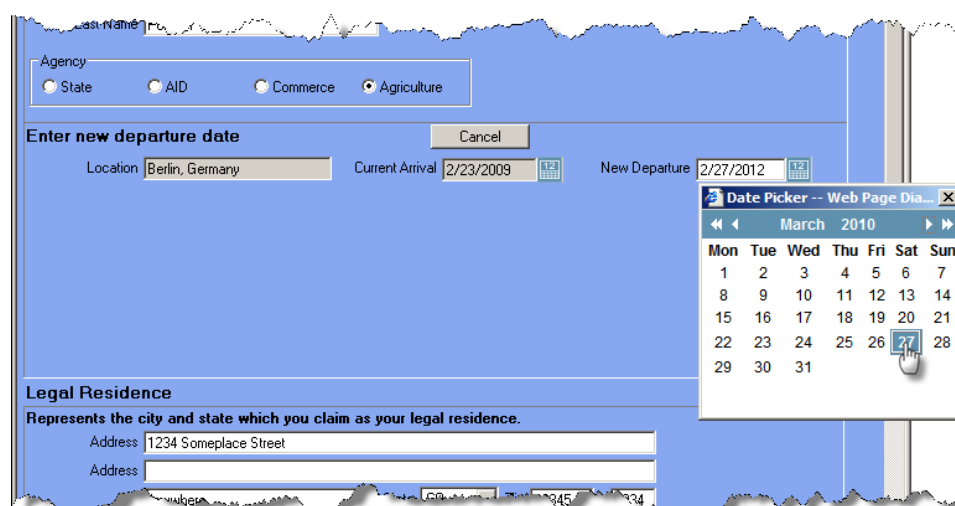
Page 1 of 1

Date of Arrival	Date of Departure	Position Title	Address	Address	City	Country	Telephone	Region
2/23/2009	2/27/2012	Foreign Service Officer	12345 Berlin Street		Berlin	Germany	011-222-3125	Europe/Africa/Russia/Near East

**Legal Residence**  
Represents the city and state which you claim as your legal residence.

Figure 3.17: Choosing the Current Approved Post Location

3. Choose the New Departure Date from the pop-up calendar (see Figure 3.18).



Last Name:

Agency: ☐ State ☐ AID ☐ Commerce ☒ Agriculture

**Enter new departure date**

Location:  Current Arrival:  New Departure:

**Legal Residence**  
Represents the city and state which you claim as your legal residence.

Address:

Address:

Figure 3.18: Selecting the Updated Post Location Departure Date

4. In the Dependent Information section, read the dependent status notification and check the box claiming you have dependents. Click the green submit arrow (see Figure 3.19). A verification window immediately opens; read the information and click OK.

**Dependent Information**

☒ I have dependents and I have read and understand the following: [Open Printable Version](#)

A dependent may be a spouse, a child under the age of 21, or a relative who is at least 51 percent dependent on you for support (subject to review and approval. See 6 FAM 117; AID employees also see Supplement 1B to HB32, Chapter 1). Children of divorced employees or spouses cannot be listed on travel orders unless (a) a copy of the divorce decree establishing that the employee/spouse has joint or total custody of children is on file in the appropriate personnel office (in joint custody or sole custody cases, a notarized statement from the ex-spouse authorizing the child to reside abroad also is required); and (b) children meet the dependency criteria specified in 6 FAM 117 (for AID, see Supp. 1B to HB32, Ch. 1). Dependence information must be kept current. Travel will not be authorized if the information is not current.

Page 1 of 1

First Name	MI	Last Name	Birth Date	Relationship	Eligible
Mary	M	Cuddyer	8/26/1971	Spouse	Yes
Bobby	R	Cuddyer	7/14/2000	Child	Yes

First  M.I.  Last

DOB  Relationship  Eligible

Person to notify in case of emergency

Figure 3.19: Agreeing to the Dependent Definition

5. When the *eFABS Relationship and Post Update* window opens, select a dependent from the dropdown menu, and click once on the dependent's row of information in the Post Status display grid. When the Delete and Update buttons appear, click Update (see Figure 3.20).

**USDA Foreign Allowance Benefit System Relationship and Post Update**

Select a dependent and add post and relationship info in the grids below.

Select Dependent

**Post Status**

Page 1 of 1

First Name	Post status	Begin	End
Bobby	At	2/28/2009	2/28/2010
Bobby	At	2/28/2011	2/28/2014

1. Select a dependent from the dropdown menu
2. Click once on the dependent's row of data
3. When the Update and Delete buttons appear, click Update

Figure 3.20: Selecting a Dependent's Current Post Status Information

6. Update the Post Status (e.g., At or Away), Begin Date, End Date, and click Update (see Figure 3.21).

**Post Status**

Page 1 of 1

First Name	Post status	Begin	End
Bobby	At	2/28/2009	2/28/2010
Bobby	At	2/28/2011	2/28/2014

Post Status:  Begin:  End:

**Relationship Dates**

**Figure 3.21: Updating a Dependent's Post Status Information**

You must update the relationship and post update information for each dependent listed on your profile. In addition, the Begin Date and End Date for each dependent must match your arrival and departure dates for each post location. If the dates do not match, you will receive an error message when you submit the user profile.

7. When you complete the *eFABS Relationship and Post Update* window, click the green submit arrow.
8. A verification window immediately opens. Read the information in the window and click OK to submit the profile to the HQ Personnel Approver. Once the profile has been approved, you will be able to complete and submit eFABS allowance requests.
9. To add new post information, click New Post in the Current Approved Post Locations section (see Figure 3.22).

**Current Approved Post location(s)**


Page 1 of 1

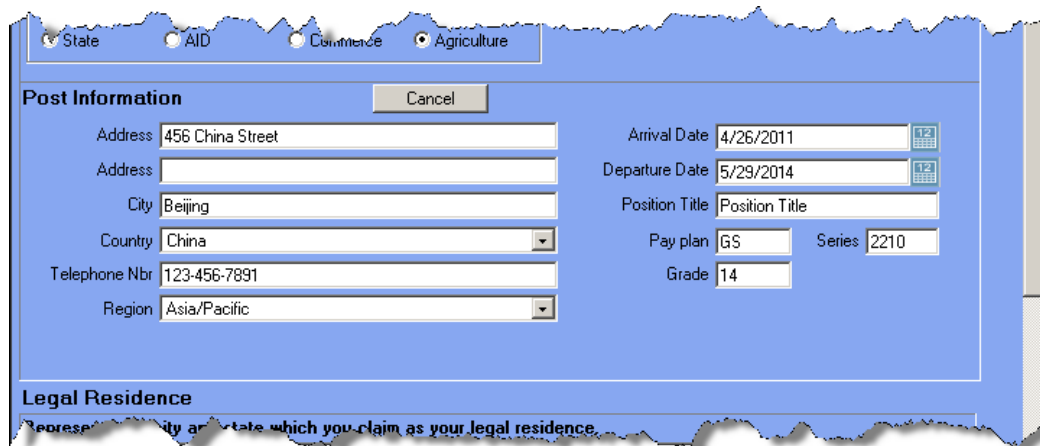
Date of Arrival	Date of Departure	Position Title	Address	City	Country	Telephone	Region
2/23/2009	3/27/2010	Foreign Service Officer	12345 Berlin Street	Berlin	Germany	011-222-3125	Europe/Africa/Russia/Near East

**Legal Residence**

**Figure 3.22: New Post Option**

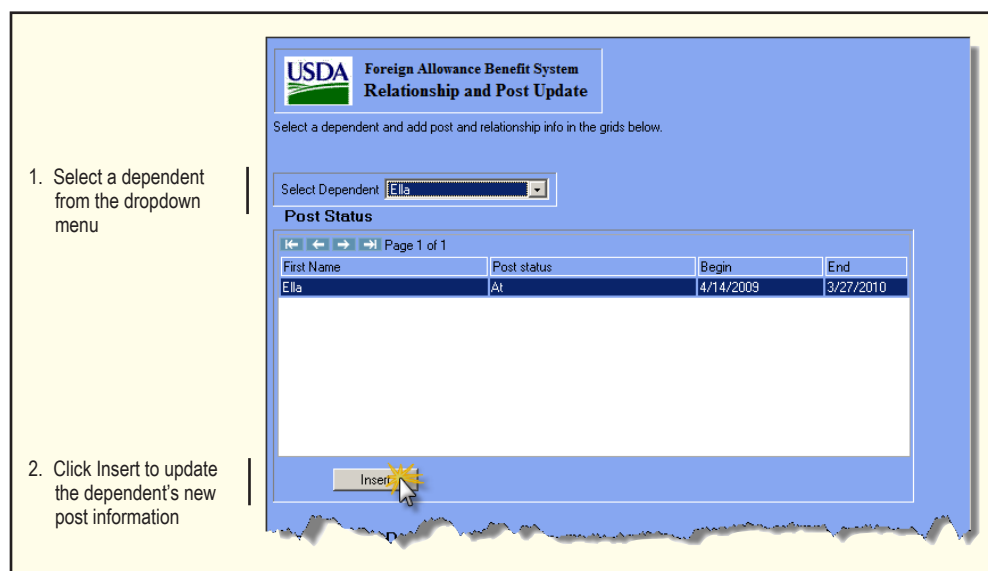
10. When the Post Information section opens, enter the post location address, arrival date, departure date, position title, and pay plan information (see Figure 3.23).

 *If the exact departure date is unknown, choose an arbitrary date such as three years from the arrival date.*



**Figure 3.23: Completed New Post Information**

11. In the Dependent Information section, read the dependent status notification and check the box claiming you have dependents. Click the green submit arrow (refer to Figure X.19). A verification window immediately opens; read the information and click OK.
12. When the *eFABS Relationship and Post Update* window opens, select a dependent from the dropdown menu, and click Insert to update the new post information (see Figure 3.24).



1. Select a dependent from the dropdown menu

2. Click Insert to update the dependent's new post information

First Name	Post status	Begin	End
Ella	At	4/14/2009	3/27/2010

**Figure 3.24: Selecting a Dependent for New Post Information**

13. Update the Post Status (e.g., At or Away), Begin Date, End Date, and click Insert (see Figure 3.25).

USDA Foreign Allowance Benefit System  
Relationship and Post Update

Select a dependent and add post and relationship info in the grids below.

Select Dependent: Ella

**Post Status**

Page 1 of 1

First Name	Post status	Begin	End
Ella	At	4/14/2009	3/27/2010

Post Status: At Begin: 4/26/2011 End: 3/23/2012 Insert

**Figure 3.25: Updating a Dependent's New Post Information**

You must update the relationship and post update information for each dependent listed on your profile. In addition, the Begin Date and End Date for each dependent must match your arrival and departure dates for each post location. If the dates do not match, you will receive an error message when you submit the user profile.

14. When you complete the *eFABS Relationship and Post Update* window, click the green submit arrow.
15. A verification window immediately opens. Read the information in the window, and click OK to submit the profile to the HQ Personnel Approver. An email notification is sent to the FSO when the updated profile is approved.

### 3.3 How Personnel Approvers Process eFABS User Profiles

1. When a new or updated User Profile is submitted, you will receive an email notifying you about the new request. You can access the User Profile by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the User Profile request (see Figure 3.26). The *eFABS Residency and Dependency Report* processing window opens.


METASTORM BPM

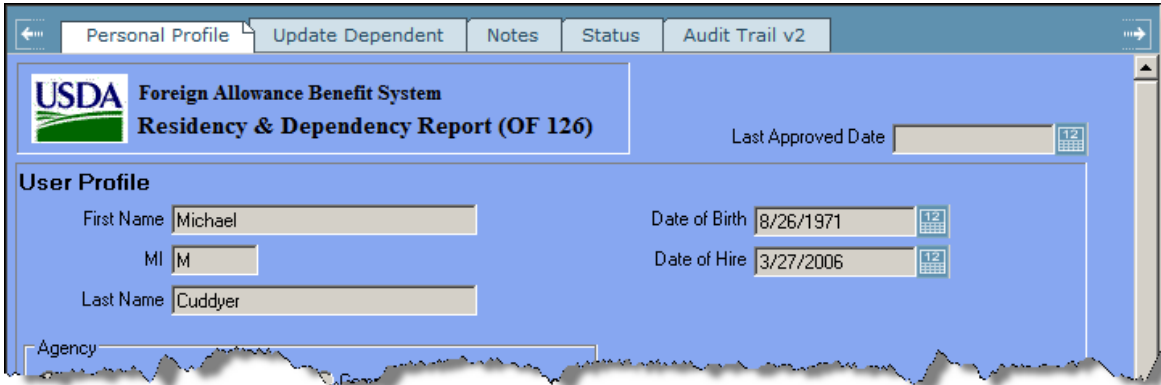
Page 1 of 1

Folder	Subject	Updated	Stage	Priority	Deadline	Message
Allowance0908	Create Profile for Michael Cuddyer	2/10/2009 3:48 PM	HQ Reviews	9		Awaiting Profile Approval

**Figure 3.26: User Profile in Personnel Approver's To Do List**

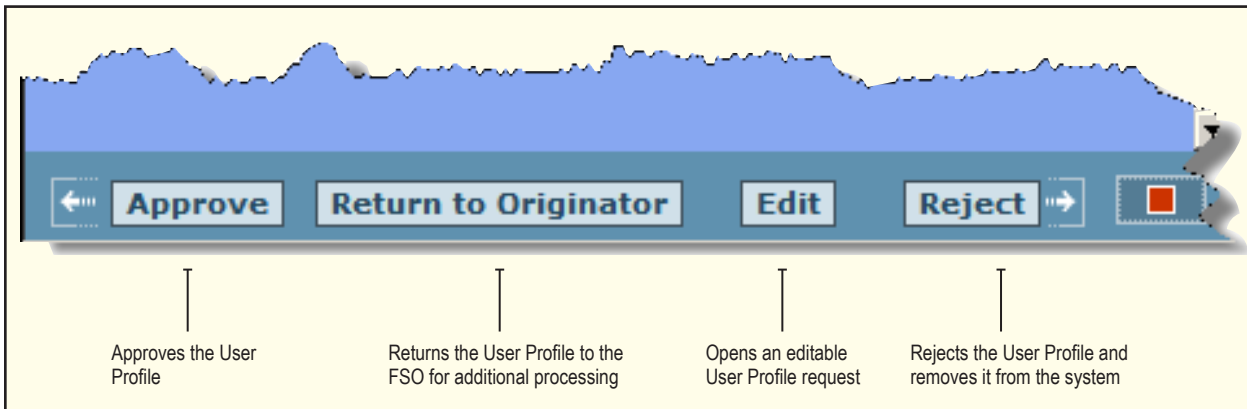
3. Tabs at the top of the *eFABS Residency and Dependency Report* processing window allow you to view the Personal Profile, Dependent information, notes, and audit trail (see Figure 3.27).



 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the User Profile request.*



**Figure 3.27: Window Tabs at the top of the Personnel Approver's User Profile Processing Window**

4. Four processing options are located at the bottom of the *eFABS Residency and Dependency Report* processing window (see Figure 3.28).



	<b>Approve</b>	<b>Return to Originator</b>	<b>Edit</b>	<b>Reject</b>	
	Approves the User Profile	Returns the User Profile to the FSO for additional processing	Opens an editable User Profile request	Rejects the User Profile and removes it from the system	

**Figure 3.28: Personnel Approver's User Profile Processing Options**

5. If the User Profile requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. To make changes to the User Profile, click Edit. When the editable User Profile window opens, make any changes and click the green submit arrow.
7. After you review the request, click Approve. When the verification window opens, click the green submit arrow.
8. The User Profile approval process is complete.

# Chapter 4

## Working with eFABS Advance Requests

.....

**T**his chapter provides detailed information about processing Advance requests in eFABS. Advance requests for salary and temporary quarters are initiated by Personnel Approvers and sent to the FSO for review. After the FSO accepts the Advance payment amount, the request passes through two levels of processing via eFABS. These processing levels include FMD Payments Processor and Certifying Officer. This chapter discusses how:

- Personnel Approvers complete and submit Advance requests
- FSOs review and accept Advance payment amounts
- FMD Payments Processors process the Advance payment information
- Certifying Officers certify the Advance payment

### 4.1 How Personnel Approvers Initiate Advance Requests

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 4.1).

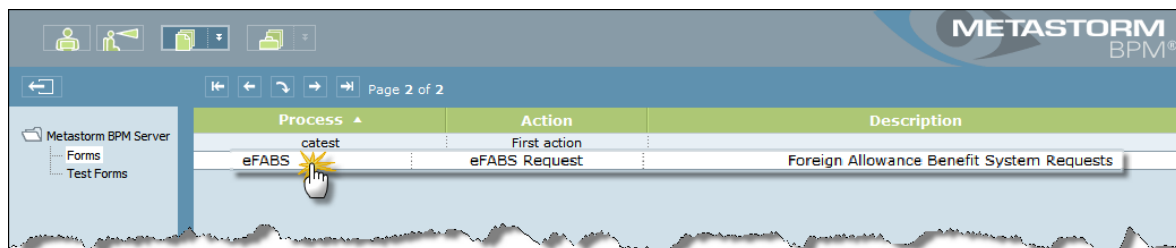


Figure 4.1: eFABS Processing Option in Metastorm BPM To Do List


2. In the eFABS User Profile Verification window, enter the FSO's last name in the search field and click Search. Click the green submit arrow when the FSO's name appears in the display field (see Figure 4.2).

Figure 4.2: Selecting an FSO in the eFABS User Profile Verification Window

- When the *eFABS Advance Approval* window opens, select the appropriate post location by clicking once on the location in the display grid, and enter the Start and Ceiling End dates (see Figure 4.3).

Figure 4.3: Completing the Post and Ceiling Dates Sections of the eFABS Advance Approval Window

- In the Accounting Information section, choose the Type of advance from the dropdown menu. When you select the advance type, the Object Code automatically pre-fills. Enter the Budget Fiscal Year, Program Code, and Amount of the advance. Click the green submit arrow (see Figure 4.4).

 To insert multiple advances, click inside any cell in the display grid and press the Insert <Insert> key. To delete a row of data, click inside any cell in the row of data that you are deleting and press the Control <Ctrl> and Delete <Delete> keys simultaneously.



**Accounting Information**

Enter the accounting information. For multiple lines, click in detail list below and press insert. To delete a detail line, click the line and press control-delete on your keyboard.

Type	BFY ?	Program Code ?	Object Code ?	Amount
Salary Advance	09	123456789	1100	4,500.00
TQSA Advance	09	123456789	1291	3,000.00

Total Amount Approved  
7,500.00

Figure 4.4: Completing the Accounting Information Section

5. The Advance request is sent to the FSO for review and approval.

## 4.2 How FSOs Approve Advance Requests

1. You will receive an email notifying you that the Personnel Approver has submitted an Advance request for your review. You can access the Advance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Advance request (see Figure 4.5). The *eFABS Advance Request* processing window opens.

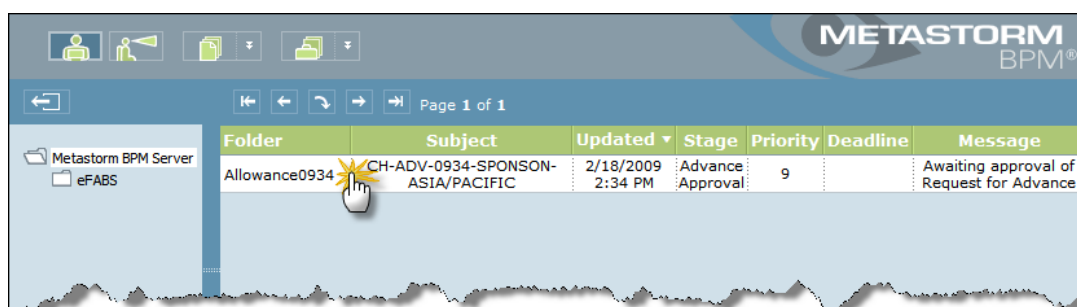



Figure 4.5: Advance Request in FSO's To Do List

3. The *eFABS Advance Request* processing window has three tabs at the top of the window that allow you to view the Advance request, notes, and audit trail (see Figure 4.6).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Advance request.*

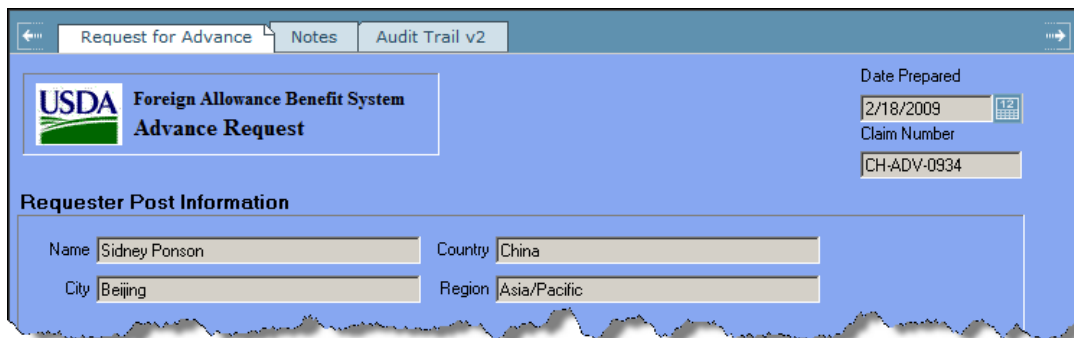


Figure 4.6: Window Tabs at the top of the FSO's Advance Request Window

4. Three processing options are located at the bottom of the *eFABS Advance Request* processing window (see Figure 4.7).

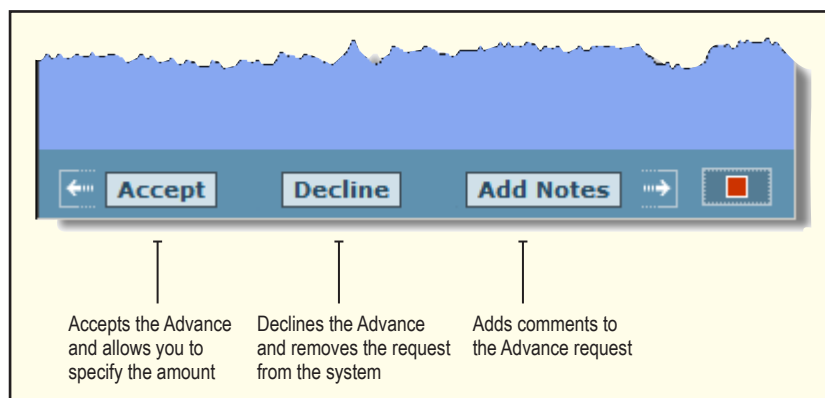


Figure 4.7: FSO's Advance Request Processing Options

5. Prior to accepting the Advance, add any additional comments to the request.

 Refer to Section 2.5 for information about adding comments to eFABS requests.

6. If you want to decline the Advance and delete the request from the system, click Decline. When the verification window opens, click Yes.
7. To approve the Advance, click Accept. When the editable *eFABS Advance Request* window opens, enter the amount you want to receive in the Amount Requested cell. Click the green submit arrow (see Figure 4.8).

 You can enter any amount up to the Maximum Amount Approved in the Amount Requested cell.

**USDA Foreign Allowance Benefit System Advance Request**

Date Prepared: 2/18/2009  
Claim Number: CH-ADV-0934

**Requester Post Information**

Name: Sidney Ponson Country: China  
City: Beijing Region: Asia/Pacific

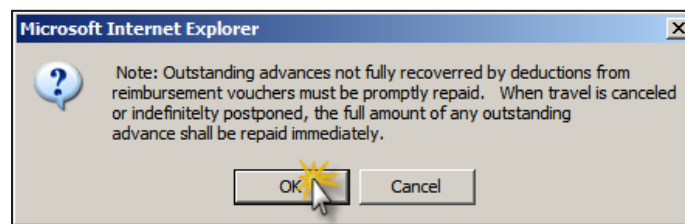
You have been approved for an advance as indicated in the "Max Amount Approved" field. Please enter the amount you would like to receive in the "Amount Requested" field and click submit. If no advance is desired, click cancel and click action "Decline".

Max Amount Approved: 7,500.00  
Amount Requested: 6,000.00

Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.

**Figure 4.8: Entering the Amount Requested in the Advance Request Window**

8. When the Advance repayment agreement window opens, read the information and click OK (see Figure 4.9).



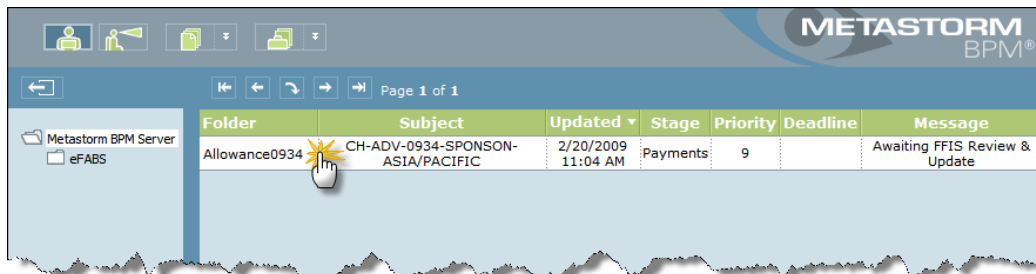
**Figure 4.9: Advance Repayment Agreement Window**

9. The Advance request is sent to the FMD Payments Processor who reviews the request, enters the data into FFIS, and forwards the Advance request to the Certifying Officer.
10. After the Certifying Officer certifies the advance request, you will receive an email notifying you that the advance request is complete.

## 4.3 How FMD Payments Processors Approve Advance Requests


1. You will receive an email notifying you that the FSO has accepted an Advance request for your review. You can access the Advance by clicking on the link in the email message or logging on to Metastorm BPM.

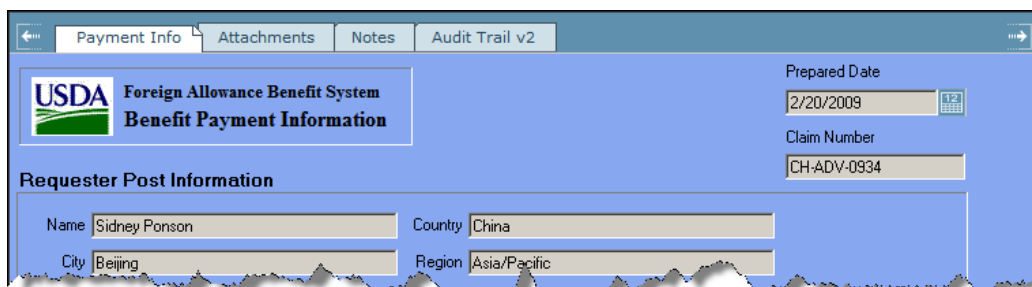
- After you login to Metastorm BPM, select your To Do List and click once on the Advance request (see Figure 4.10). The *eFABS Benefit Payment Information* processing window opens.



**Figure 4.10: Advance Request in FMD Payments Processor's To Do List**

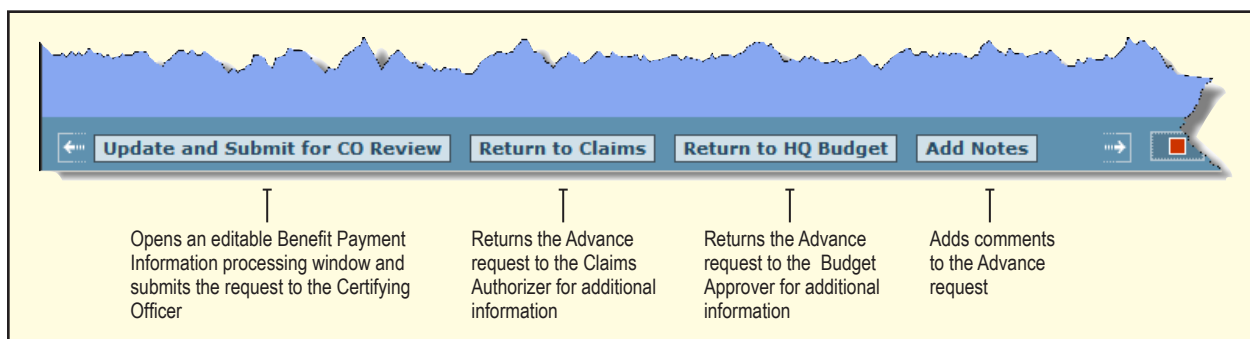
- The *eFABS Benefit Payment Information* processing window has four tabs at the top of the window that allow you to view the payment information, attachments, notes, and audit trail (see Figure 4.11).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Advance request.*



**Figure 4.11: Window Tabs at the top of the FMD Payments Processor's Benefit Payment Information Processing Window**

- Four processing options are located at the bottom of the *eFABS Benefit Payment Information* processing window (see Figure 4.12).

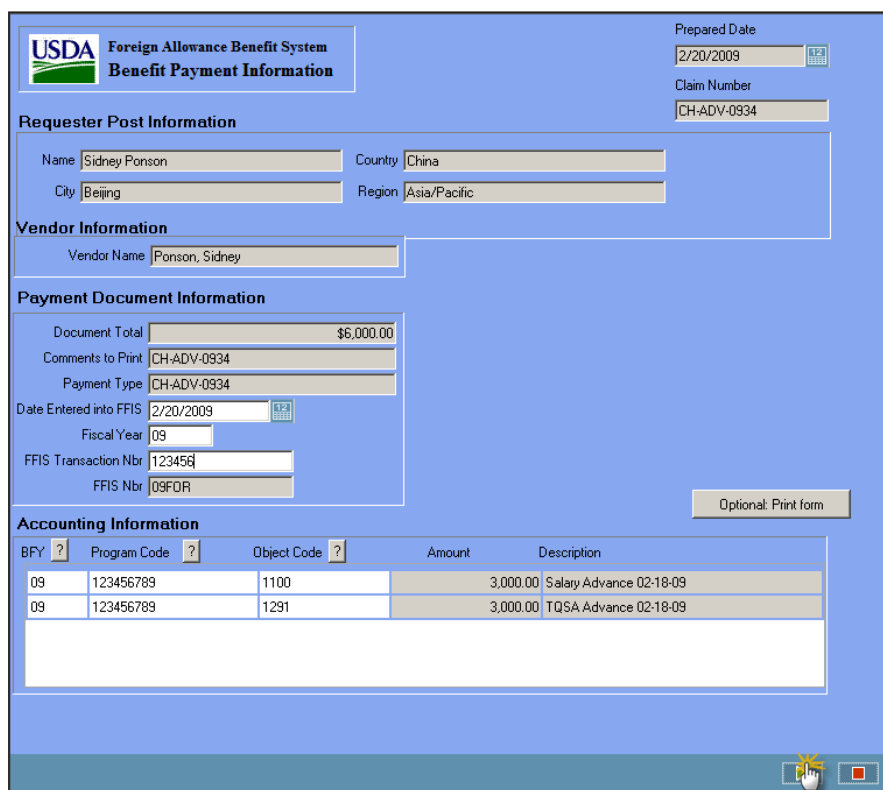


**Figure 4.12: FMD Payments Processor's Benefit Payment Information Processing Options**

5. If the Advance request requires additional information from the Claims Authorizer, click Return to Claims. When the Add Note window opens, add your comments, and click the green submit arrow.
6. You can return the Advance request to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the Advance, add any additional comments to the request.

 Refer to Section 2.5 for information about adding comments to eFABS requests.

8. After you review the request, click Update and Submit for CO Review. When the *eFABS Benefit Payment Information* window opens, enter the Date, Fiscal Year, and FFIS Transaction Number. Click the green submit arrow (see Figure 4.13). The Advance request is sent to the Certifying Officer.



**USDA Foreign Allowance Benefit System Benefit Payment Information**

Prepared Date: 2/20/2009  
Claim Number: CH-ADV-0934

**Requester Post Information**

Name: Sidney Ponson Country: China  
City: Beijing Region: Asia/Pacific

**Vendor Information**

Vendor Name: Ponson, Sidney

**Payment Document Information**

Document Total: \$6,000.00  
Comments to Print: CH-ADV-0934  
Payment Type: CH-ADV-0934  
Date Entered into FFIS: 2/20/2009  
Fiscal Year: 09  
FFIS Transaction Nbr: 123456  
FFIS Nbr: 09FOR

**Accounting Information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	1100	3,000.00	Salary Advance 02-18-09
09	123456789	1291	3,000.00	TQSA Advance 02-18-09

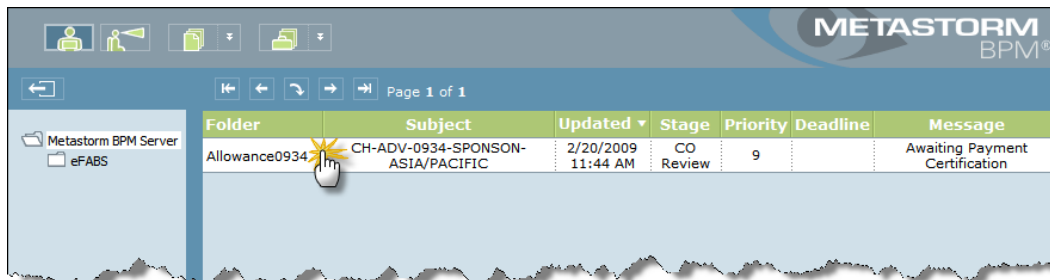
Optional: Print form

Figure 4.13: Completing the Benefit Payment Information Window

## 4.4 How Certifying Officers Process Advance Requests


1. When the FMD Payments Processor submits an Advance, you will receive an email notifying you about the new request. You can access the Advance request by clicking on the link in the email message or logging on to Metastorm BPM.

- After you login to Metastorm BPM, select your To Do List and click once on the Advance request (see Figure 4.14). The *eFABS Benefit Payment Information* processing window opens.



**Figure 4.14: Advance Request in Certifying Officer's To Do List**

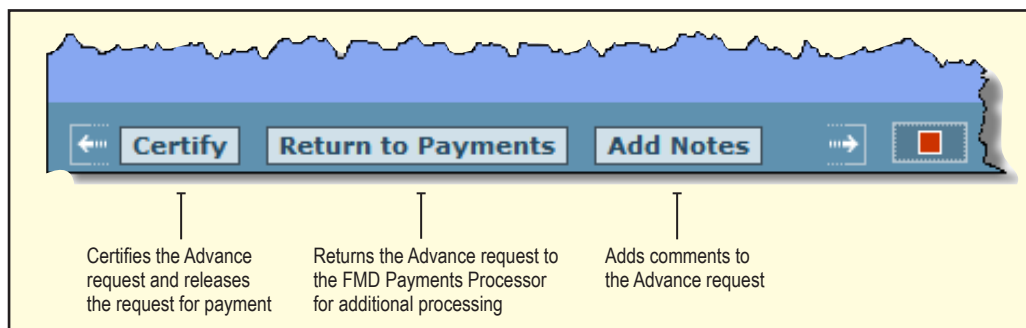
- The *eFABS Benefit Payment Information* processing window has six tabs at the top of the window that allow you to view the payment information, financial information, personal profile, attachments, notes, and audit trail (see Figure 4.15).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Advance request.*



**Figure 4.15: Window Tabs at the top of the Certifying Officer's Benefit Payment Information Window**

- Three processing options are located at the bottom of the *eFABS Benefit Payment Information* processing window (see Figure 4.16).



**Figure 4.16: Certifying Officer's Benefit Payment Information Window Processing Options**

5. If the Advance request requires additional information from the FMD Payments Processor, click Return to Payments. Enter your comments in the Add Note window, and click the green submit arrow.
6. Prior to certifying the request, add any additional comments to the Advance request.

 *Refer to Section 2.5 for information about adding comments to eFABS allowances.*

7. After you review the request, click Certify. When the verification window opens, click the green submit arrow.
8. The Advance request approval process is complete.

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# Chapter 5

## Working with eFABS Education Allowances

**T**his chapter provides detailed information about submitting and processing Education Allowance requests in eFABS. After the FSO submits an Education Allowance, the request passes through four levels of processing via eFABS. These processing levels include Budget Approver, Claims Authorizer, FMD Payments Processor, and Certifying Officer. This chapter discusses how:

- FSOs complete and submit Education Allowance requests
- Budget Approvers review and process Education Allowance requests
- Claims Authorizers approve Education Allowance requests
- FMD Payments Processors process the payment information
- Certifying Officers certify the Education Allowance payment

### 5.1 Submitting an eFABS Education Allowance Request

Education Allowance requests can be initiated by an Assistant or FSO. If an Assistant completes an Education Allowance request for an FSO, the FSO must review the information and submit the request for payment processing. Section 5.1.1 provides Assistants with information about completing and submitting Education Allowances to FSOs for review. Section 5.1.2 contains two parts and provides FSOs with information about: 1) submitting Education Allowances completed by Assistants, and 2) completing and submitting their own Education Allowance requests.

#### 5.1.1 How Assistants Submit an Education Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 5.1).

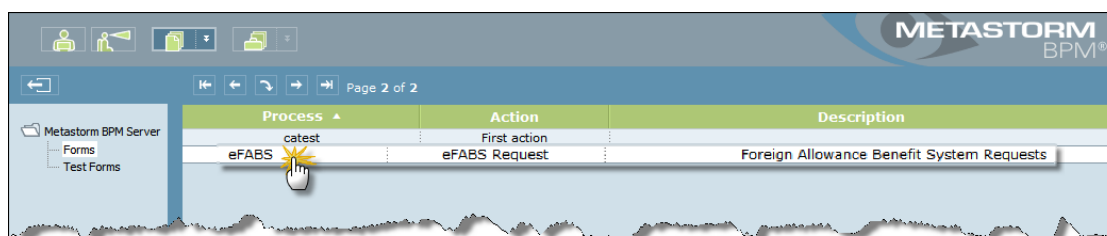


Figure 5.1: eFABS Processing Option in Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 5.2).

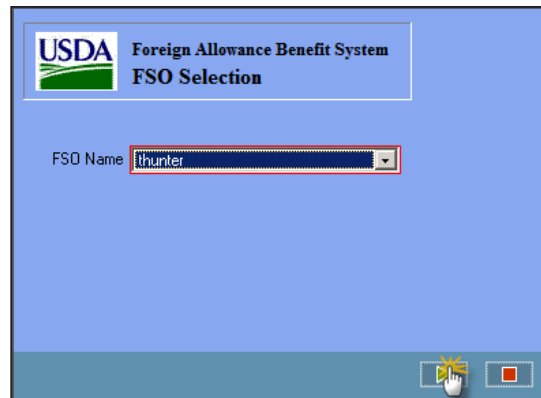
The screenshot shows the 'eFABS FSO Selection' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'FSO Selection' is displayed. Below this, there is a label 'FSO Name' followed by a dropdown menu. The dropdown menu is open, showing the text 'thunter'. At the bottom right of the window, there are two buttons: a green button with a yellow arrow pointing right and a red button with a white square.

Figure 5.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance and select Education Allowance from the claim request list (see Figure 5.3). Click the green submit arrow to open the *eFABS Education Allowance* processing window.

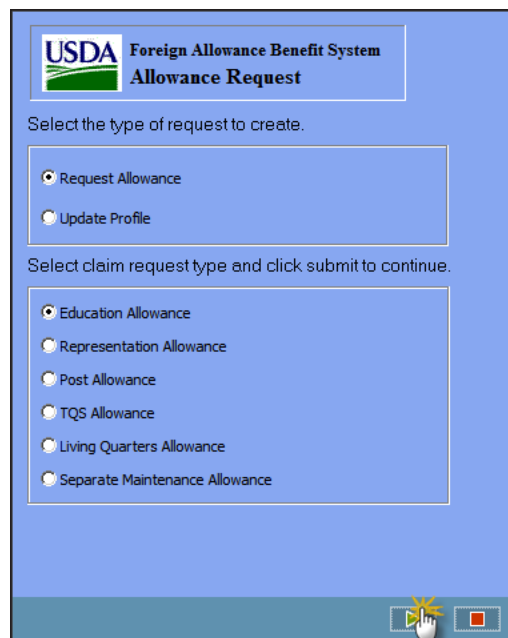
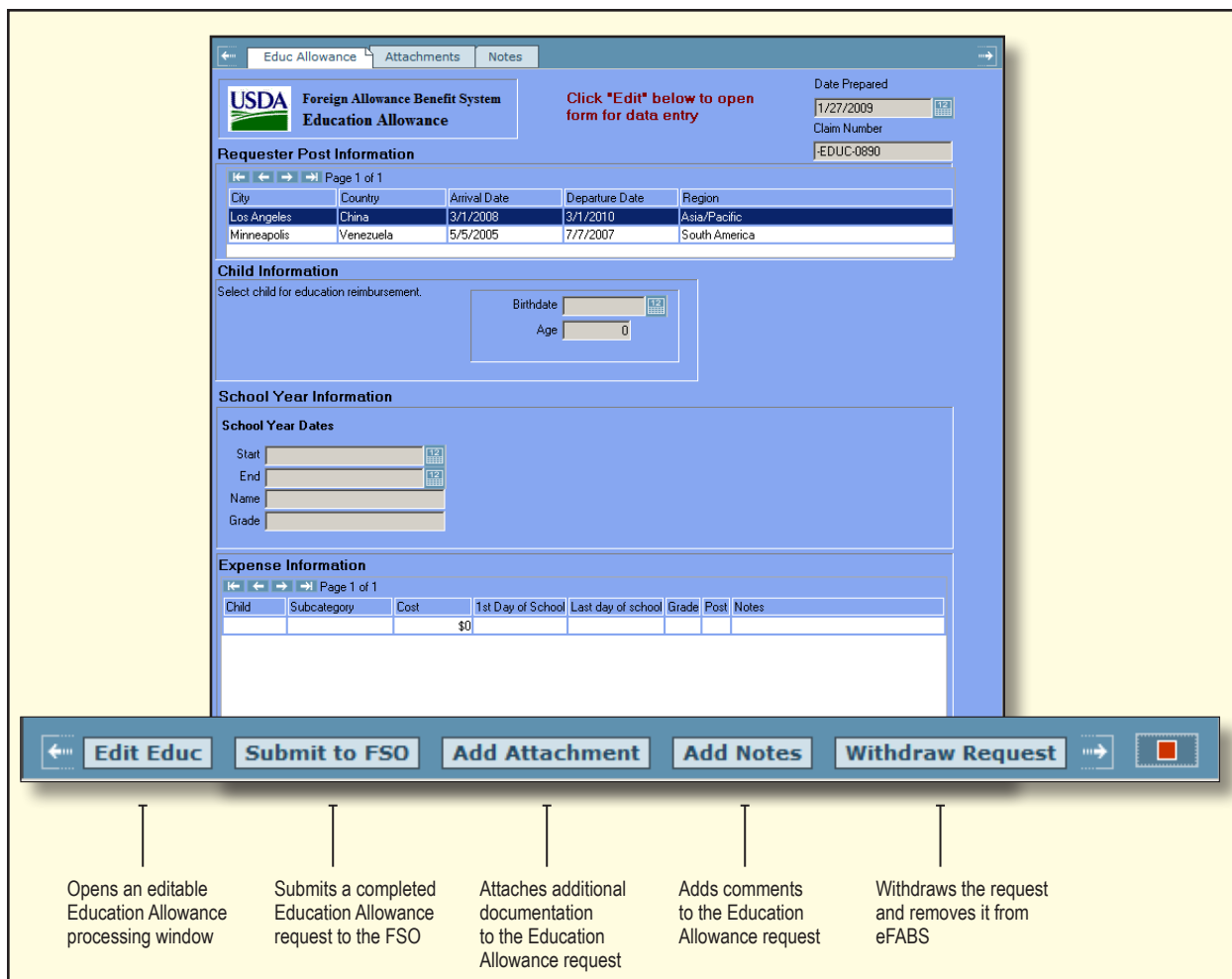
The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'Allowance Request' is displayed. Below this, the text 'Select the type of request to create.' is followed by two radio buttons: 'Request Allowance' (which is selected) and 'Update Profile'. Below this, the text 'Select claim request type and click submit to continue.' is followed by a list of six radio buttons: 'Education Allowance' (selected), 'Representation Allowance', 'Post Allowance', 'TQS Allowance', 'Living Quarters Allowance', and 'Separate Maintenance Allowance'. At the bottom right of the window, there are two buttons: a green button with a yellow arrow pointing right and a red button with a white square.

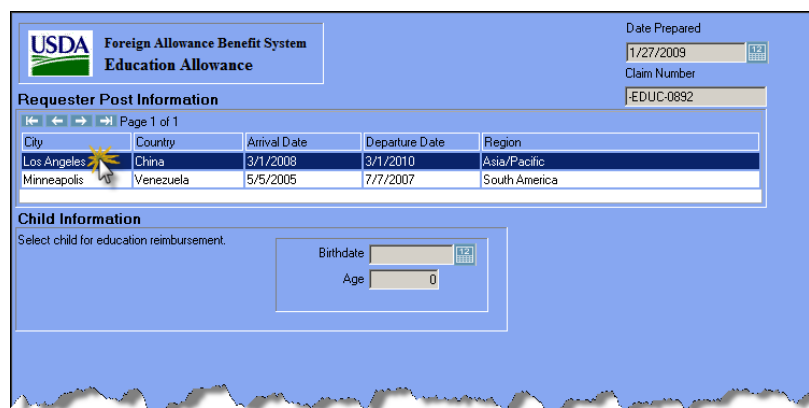
Figure 5.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS Education Allowance* processing window (see Figure 5.4).



**Figure 5.4: Assistant's eFABS Education Allowance Processing Options**

- Click Edit Educ to open an editable Education Allowance request. Verify the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 5.5).



**Figure 5.5: Selecting the Post Location**

7. In the Child Information section, choose a child's name from the dropdown menu. The child's Birth date and Age automatically pre-fill when you select the name (see Figure 5.6).

**Figure 5.6: Selecting a Child from the Dropdown Menu**

8. After you select the Child, the School Year Information section opens. If you have previously submitted an Education Allowance, school year information is listed in the display grid. Verify the school year information is correct, and click once on the row of data to open the Expense Information section (see Figure 5.7).

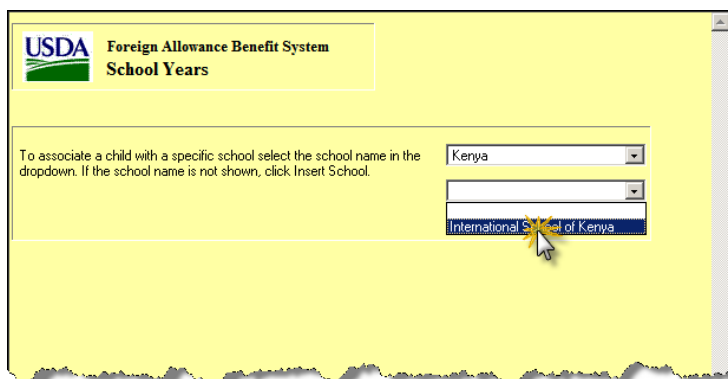
☞ Go to step 14 to complete and submit the eFABS Education Allowance request.

**Figure 5.7: School Year Information Section Showing Previously Entered Data**

9. If it is your first time using the form, the School Year Information is blank. Click Edit School Year (see Figure 5.8).

**Figure 5.8: Blank School Year Information Section**

10. When the *eFABS School Years* window opens, select the appropriate country and school name from the dropdown menus (see Figure 5.9).



USDA Foreign Allowance Benefit System  
School Years

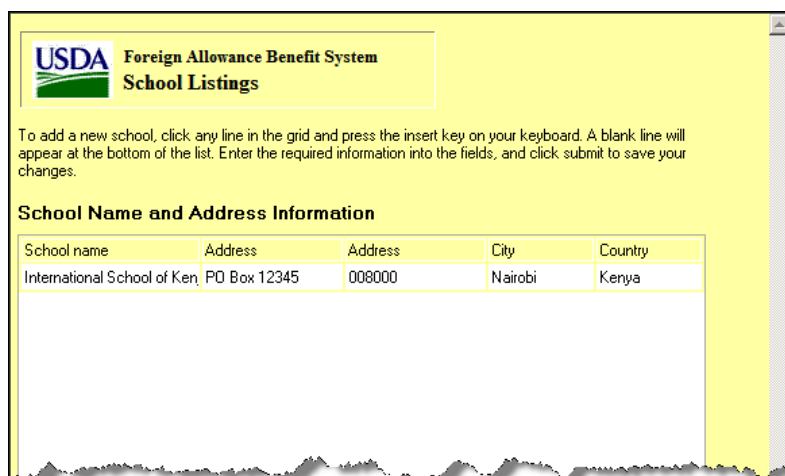
To associate a child with a specific school select the school name in the dropdown. If the school name is not shown, click Insert School.

Kenya

International School of Kenya

Figure 5.9: Selecting the Country and School Name in the School Years Window

11. If the correct school name does not appear in the dropdown menu, click Insert School to open the *eFABS School Listings* window (see Figure 5.10).



USDA Foreign Allowance Benefit System  
School Listings

To add a new school, click any line in the grid and press the insert key on your keyboard. A blank line will appear at the bottom of the list. Enter the required information into the fields, and click submit to save your changes.

School Name and Address Information

School name	Address	Address	City	Country
International School of Ken	PO Box 12345	008000	Nairobi	Kenya

Figure 5.10: eFABS School Listings Window

12. In the School Name and Address Information section, enter the new school information in the display grid. To insert a blank line, click once inside a cell in the previous row of data and press the Insert <Insert> key. Click the green submit arrow to return to the *eFABS School Years* window (see Figure 5.11).

To add a new school, click any line in the grid and press the insert key on your keyboard. A blank line will appear at the bottom of the list. Enter the required information into the fields, and click submit to save your changes.

**School Name and Address Information**

School name	Address	City	Country
International School of Ken	PO Box 12345	008000	Nairobi Kenya
Secondary School of Kenya	PO Box 34567	018100	Nairobi Kenya

Press the Insert <Insert> key to insert a blank line, and enter the new school information.

Click the green submit arrow to return to the eFABS School Years Window.

Figure 5.11: Completing the eFABS School Listings Window

- In the *eFABS School Years* window, select the school name from the dropdown menu. When the child's school information section opens, enter the child's grade, first day of school and last day of school. Click the green submit arrow to return to the editable *eFABS Education Allowance* window (see Figure 5.12).

To associate a child with a specific school select the school name in the dropdown. If the school name is not shown, click Insert School.

Enter child's school information below.

Grade	School first day	School last day	School name
07	2/3/2009	7/14/2009	Secondary School of Kenya


Select the school name from the dropdown menu.

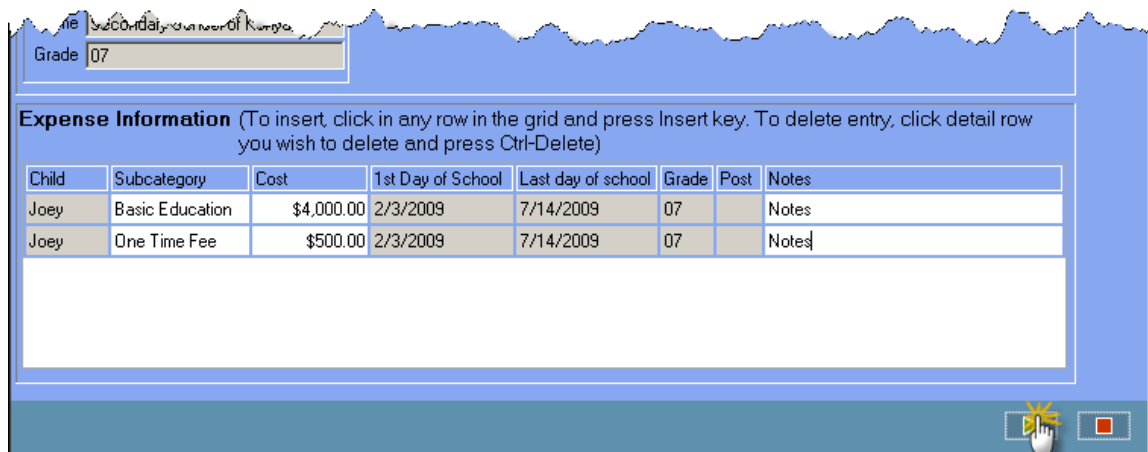
Enter the child's grade, first day of school, and last day of school.

Click the green submit arrow to return to the eFABS Education Allowance Window.

Figure 5.12: Completing the eFABS School Years Window

14. When you return to the editable *eFABS Education Allowance* window, complete the Expense Information section. Select the subcategory for the expense from the dropdown menu, enter the cost, and enter any notes (see Figure 5.13).

 To insert multiple rows of data for the same child in the Expense Information section, click inside any cell in the display grid and press the Insert <Insert> key. To delete a row of data, click inside any cell in the row of data that you are deleting and press the Control <Ctrl> and Delete <Delete> keys simultaneously.




**Expense Information** (To insert, click in any row in the grid and press Insert key. To delete entry, click detail row you wish to delete and press Ctrl-Delete)

Child	Subcategory	Cost	1st Day of School	Last day of school	Grade	Post	Notes
Joey	Basic Education	\$4,000.00	2/3/2009	7/14/2009	07		Notes
Joey	One Time Fee	\$500.00	2/3/2009	7/14/2009	07		Notes

Figure 5.13: Education Allowance Expense Information Section

15. Click the green submit arrow to return to the *eFABS Education Allowance* processing window. You can add any additional attachments or comments to the Education Allowance using the processing options.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

16. Once you have completed the Education Allowance, click Submit to FSO. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
17. When the verification window opens, click Yes. The Education Allowance is sent to the FSO for review.

## 5.1.2 How FSOs Submit an Education Allowance Request

### *If your Assistant completes the Education Allowance request*

1. You will receive an email notifying you that your assistant has submitted an Education Allowance for your review. You can access the Education Allowance by clicking on the link in the email message or logging on to Metastorm BPM.

- After you login to Metastorm BPM, select your To Do List and click once on the Education Allowance request (see Figure 5.14). The *eFABS Education Allowance* processing window opens.

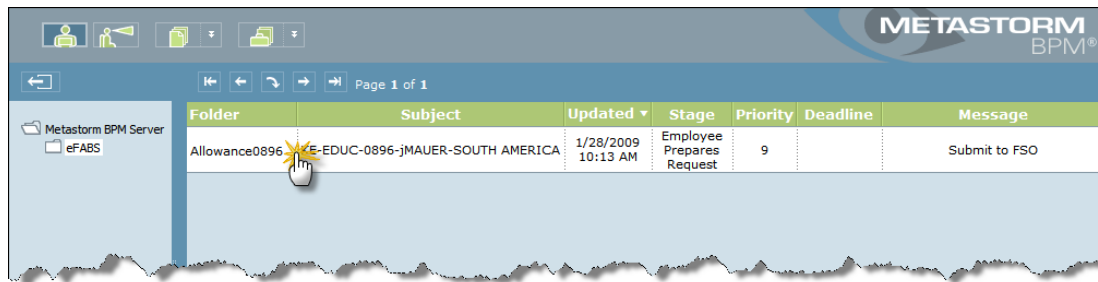



Figure 5.14: eFABS Education Allowance in FSO's To Do List

- The *eFABS Education Allowance* processing window has three tabs at the top of the window that allow you to view the Education Allowance, attachments, and notes (see Figure 5.15).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Education Allowance request.

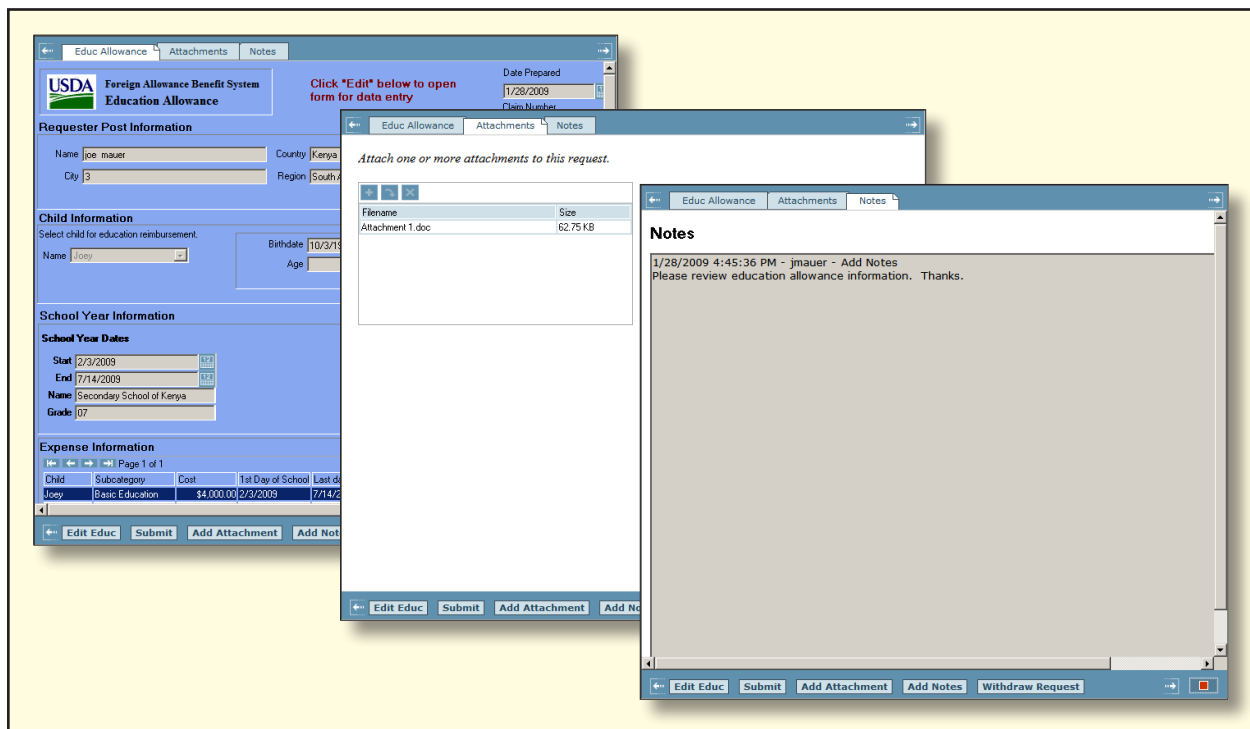
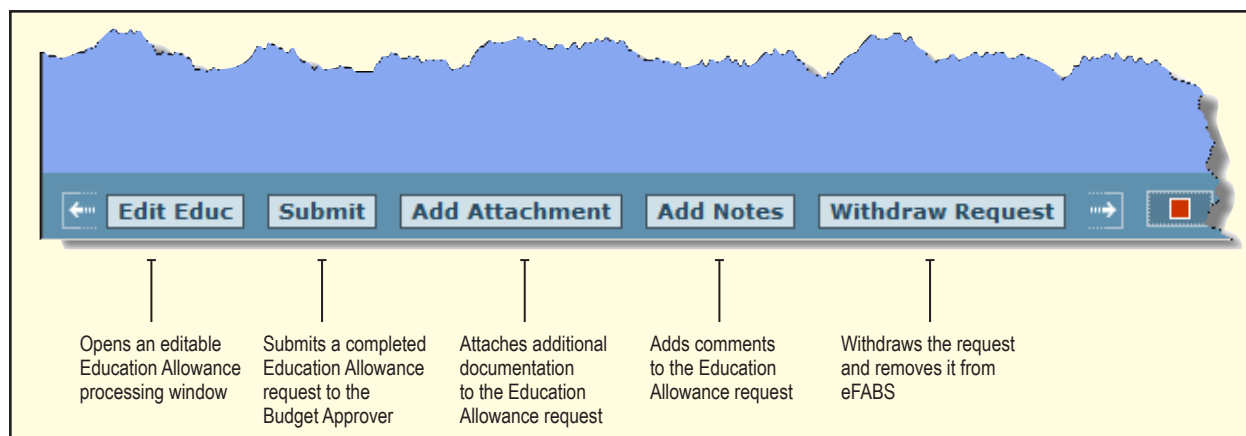



Figure 5.15: FSO's Education Allowance Window Tab Views

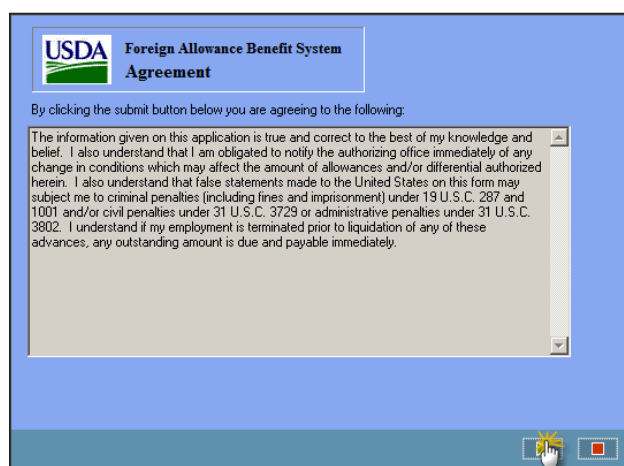


4. Five processing options are located at the bottom of the FSO's *eFABS Education Allowance* processing window (see Figure 5.16).



**Figure 5.16: FSO's Education Allowance Processing Options**

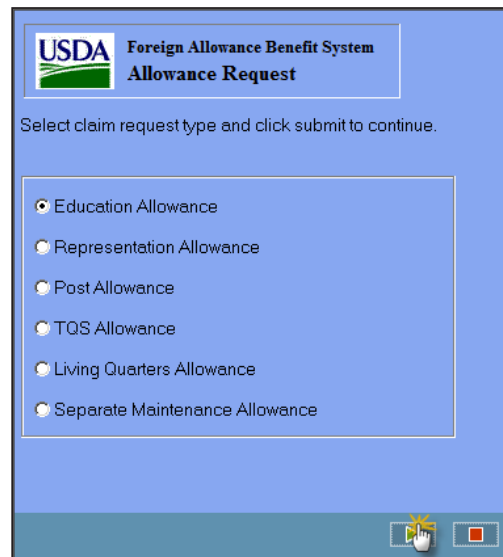
5. If you want to make any changes to the Education Allowance, click Edit Educ, and update the information. Click the green submit arrow to return to the processing window.
  6. Add any additional attachments or comments to the Education Allowance request.
-  Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.
7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
  8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 5.17). The Education Allowance is sent to the Budget Approver for approval.



**Figure 5.17: eFABS Agreement Window**

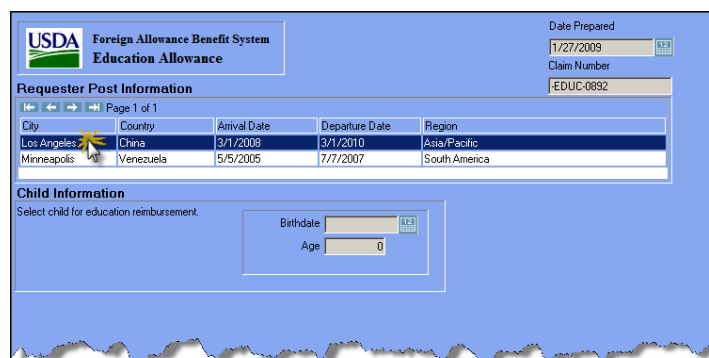
### ***If you complete and submit the Education Allowance request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 5.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select Education Allowance from the claim request list, and click the green submit arrow (see Figure 5.18). The *eFABS Education Allowance* processing window opens.



**Figure 5.18: eFABS Allowance Request Window**

4. Refer to Figure x.15 for information about the five processing options located at the bottom of the FSO's *eFABS Education Allowance* processing window.
5. Click Edit Educ to open an editable Education Allowance request. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 5.19).



City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

**Figure 5.19: Selecting the Post Location**

6. In the Child Information section, choose a child's name from the dropdown menu. The child's Birth date and Age automatically pre-fill when you select the name (see Figure 5.20).

**Figure 5.20: Selecting a Child from the Dropdown Menu**

7. After you select the Child, the School Year Information section opens. If you have previously submitted an Education Allowance, school year information is listed in the display grid. Verify the school year information is correct, and click once on the row of data to open the Expense Information section (see Figure 5.21).

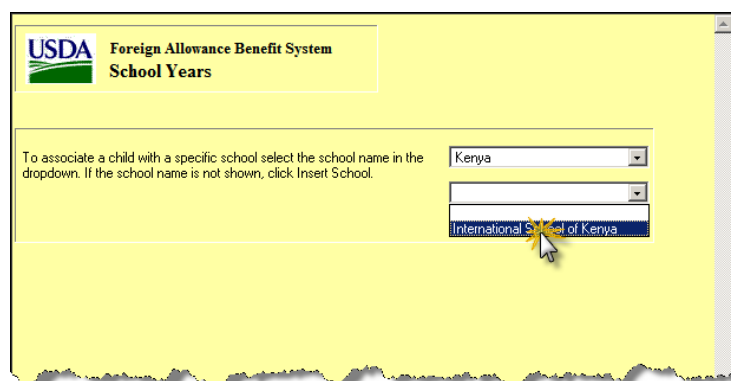
☞ Go to step 13 to complete and submit the eFABS Education Allowance request.

**Figure 5.21: School Year Information Section Showing Previously Entered Data**

8. If it is your first time using the form, the School Year Information is blank. Click Edit School Year (see Figure 5.22).

**Figure 5.22: Blank School Year Information Section**

9. When the *eFABS School Years* window opens, select the appropriate country and school name from the dropdown menus (see Figure 5.23).



USDA Foreign Allowance Benefit System  
School Years

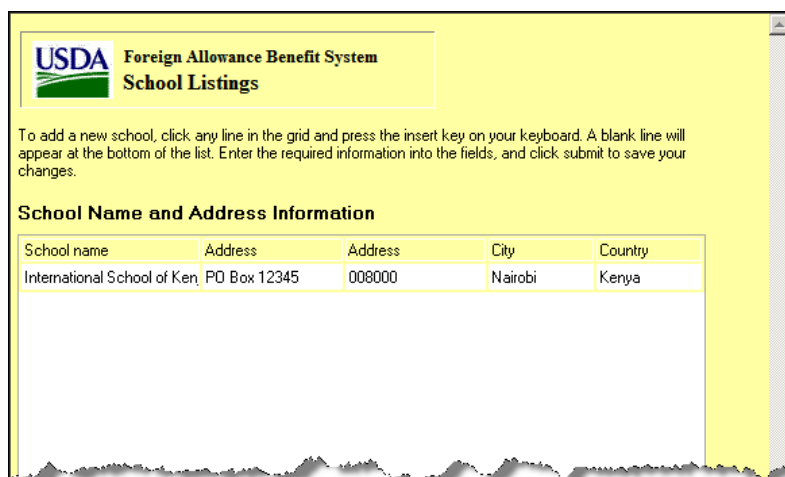
To associate a child with a specific school select the school name in the dropdown. If the school name is not shown, click Insert School.

Kenya

International School of Kenya

Figure 5.23: Selecting the Country and School Name in the School Years Window

10. If the correct school name does not appear in the dropdown menu, click Insert School to open the *eFABS School Listings* window (see Figure 5.24).



USDA Foreign Allowance Benefit System  
School Listings

To add a new school, click any line in the grid and press the insert key on your keyboard. A blank line will appear at the bottom of the list. Enter the required information into the fields, and click submit to save your changes.

**School Name and Address Information**

School name	Address	Address	City	Country
International School of Ken	PO Box 12345	008000	Nairobi	Kenya

Figure 5.24: eFABS School Listings Window

11. In the School Name and Address Information section, enter the new school information in the display grid. To insert a blank line, click once inside a cell in the previous row of data and press the Insert <Insert> key. Click the green submit arrow to return to the *eFABS School Years* window (see Figure 5.25).

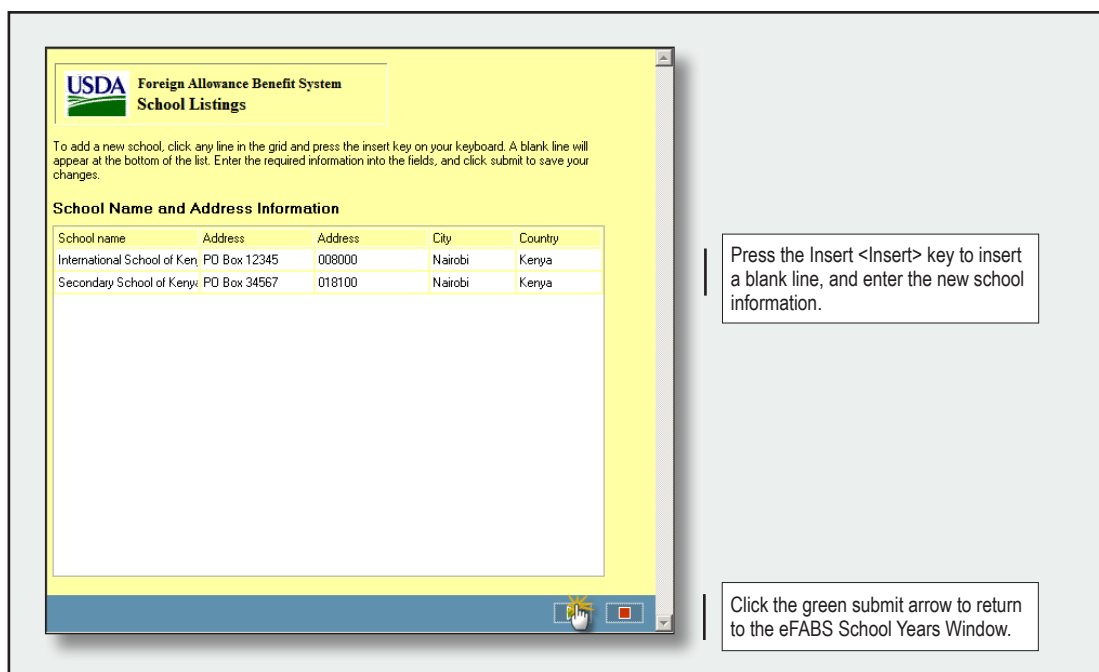


Figure 5.25: Completing the eFABS School Listings Window

12. In the *eFABS School Years* window, select the school name from the dropdown menu. When the child's school information section opens, enter the child's grade, first day of school and last day of school. Click the green submit arrow to return to the editable *eFABS Education Allowance* window (see Figure 5.26).

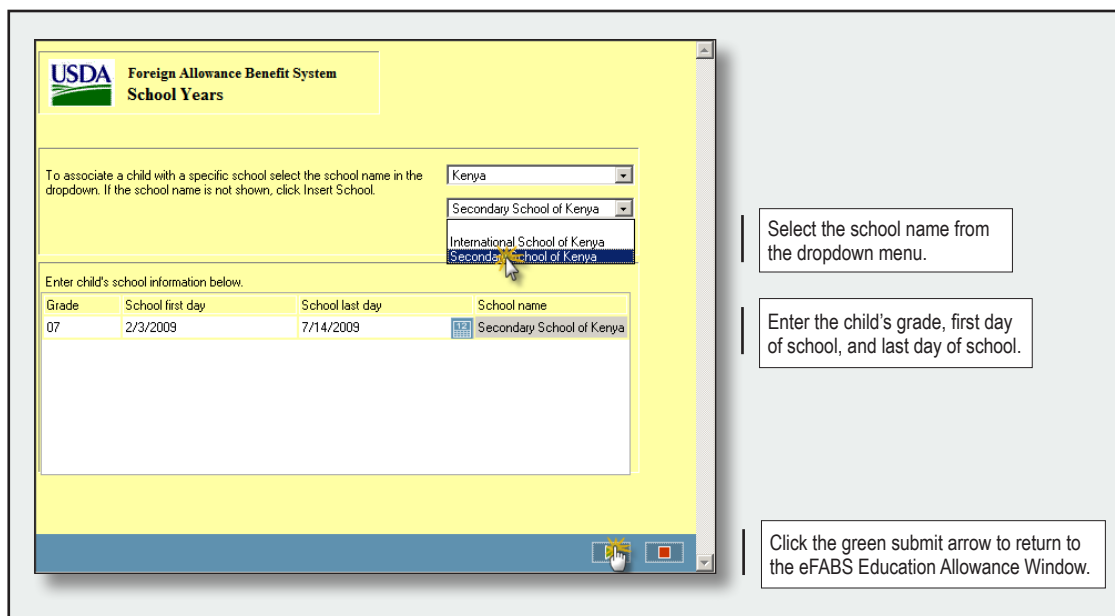

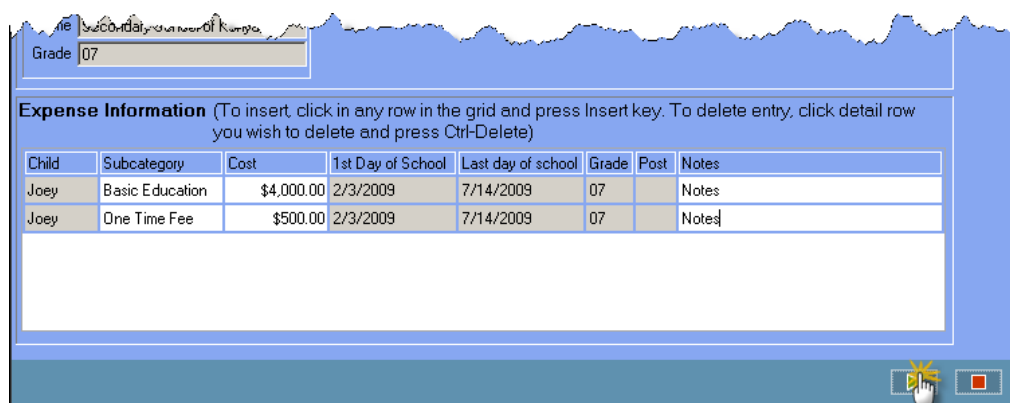


Figure 5.26: Completing the eFABS School Years Window

13. When you return to the editable *eFABS Education Allowance* window, complete the Expense Information section. Select the subcategory for the expense from the dropdown menu, enter the cost, and enter any notes (see Figure 5.27).

 To insert multiple rows of data for the same child in the Expense Information section, click inside any cell in the display grid and press the Insert <Insert> key. To delete a row of data, click inside any cell in the row of data that you are deleting and press the Control <Ctrl> and Delete <Delete> keys simultaneously.




**Expense Information** (To insert, click in any row in the grid and press Insert key. To delete entry, click detail row you wish to delete and press Ctrl-Delete)

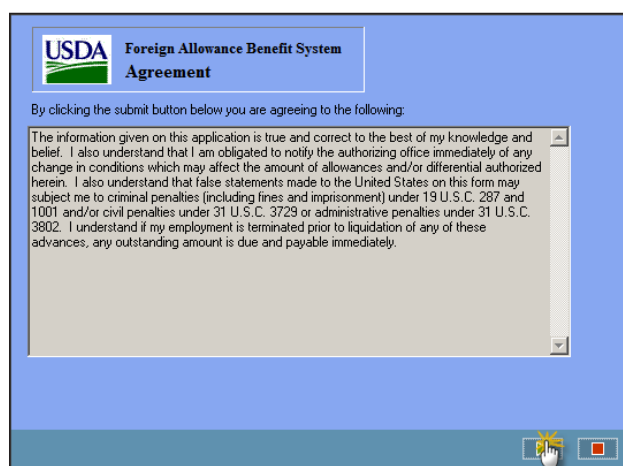
Child	Subcategory	Cost	1st Day of School	Last day of school	Grade	Post	Notes
Joey	Basic Education	\$4,000.00	2/3/2009	7/14/2009	07		Notes
Joey	One Time Fee	\$500.00	2/3/2009	7/14/2009	07		Notes

Figure 5.27: Education Allowance Expense Information Section

14. Click the green submit arrow to return to the *eFABS Education Allowance* processing window. You can add any additional attachments or comments to the Education Allowance using the processing options.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

15. Once you have completed the Education Allowance, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
16. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 5.28). The Education Allowance is sent to the Budget Approver for approval.



**USDA Foreign Allowance Benefit System Agreement**

By clicking the submit button below you are agreeing to the following:

The information given on this application is true and correct to the best of my knowledge and belief. I also understand that I am obligated to notify the authorizing office immediately of any change in conditions which may affect the amount of allowances and/or differential authorized herein. I also understand that false statements made to the United States on this form may subject me to criminal penalties (including fines and imprisonment) under 19 U.S.C. 287 and 1001 and/or civil penalties under 31 U.S.C. 3729 or administrative penalties under 31 U.S.C. 3802. I understand if my employment is terminated prior to liquidation of any of these advances, any outstanding amount is due and payable immediately.

Figure 5.28: eFABS Agreement Window

## 5.2 Approving an eFABS Education Allowance Request

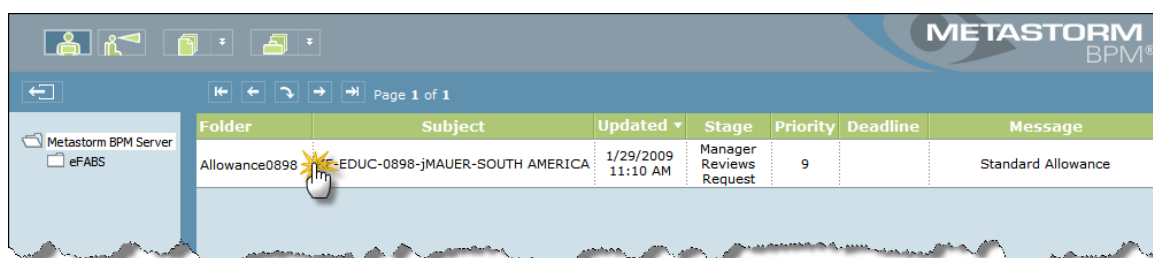
After the FSO submits an Education Allowance request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the Education Allowance request and completes financial information
- Claims Authorizer – authorizes the Education Allowance request
- FMD Payments Processor - enters data from approved Education Allowance into FFIS
- Certifying Officer – verifies the information from the Education Allowance request matches the data entered into FFIS and releases the request for payment

The following sections discuss the Education Allowance approval process in detail.


### 5.2.1 Budget Approver

1. When an FSO submits an Education Allowance, you will receive an email notifying you about the new request. You can access the Education Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Education Allowance request (see Figure 5.29). The *eFABS Education Allowance* processing window opens.



**Figure 5.29: Education Allowance Request in Budget Approver's To Do List**

3. The *eFABS Education Allowance* processing window has four tabs at the top of the window that allow you to view the Education Allowance, attachments, notes, and audit trail (see Figure 5.30).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Education Allowance request.*

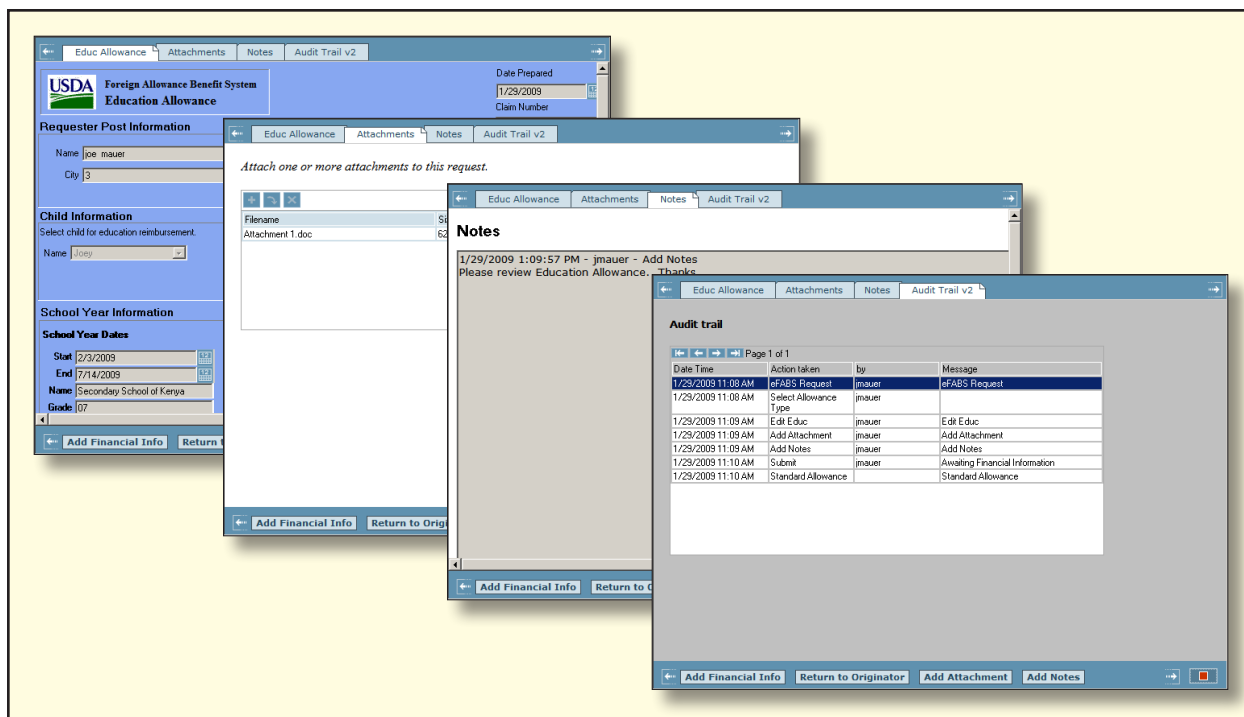


Figure 5.30: Budget Approver's Education Allowance Window Tab Views

- Four processing options are located at the bottom of the *eFABS Education Allowance* processing window (see Figure 5.31).

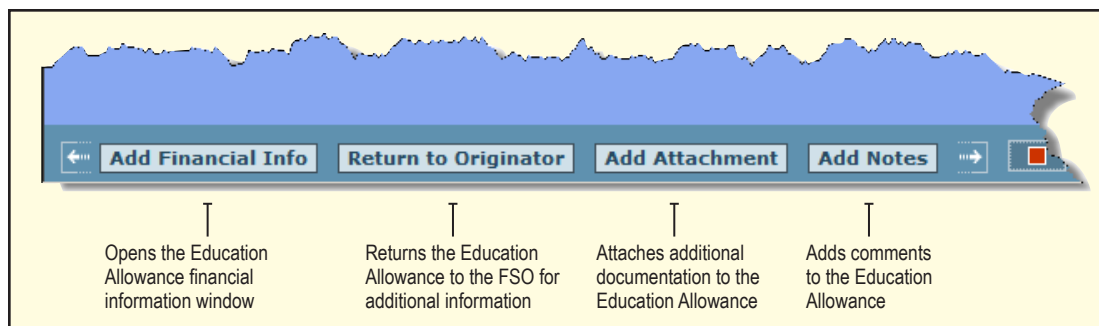



Figure 5.31: Budget Approver's Education Allowance Window Processing Options

- If the Education Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
- Prior to entering the financial information, add any additional attachments or comments to the Education Allowance request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.



7. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and the amount of the Education Allowance request. Enter a description in the Description field; click the green submit arrow (see Figure 5.32).

**USDA Foreign Allowance Benefit System Financial Information**

Prepared Date: 1/29/2009  
Claim Number: KE-EDUC-0898

**Requester Post Information**

Name: joe mauier Country: Kenya  
City: 3 Region: South America

**Accounting Information**

Please enter the appropriate accounting code information in the table below. If this expense is to be divided among multiple accounting codes, identify each accounting code and associate it with a specific dollar value.

Total Pmt Requested: 5,500.00

BFY	Program Code	Object Code	Amount	Description
09	123456789	1242	5,500.00	Enter Description

Figure 5.32: *eFABS Financial Information Window*

8. When the payment authorization window opens, read the agreement and click OK (see Figure 5.33). The Education Allowance is sent to the Claims Authorizer.

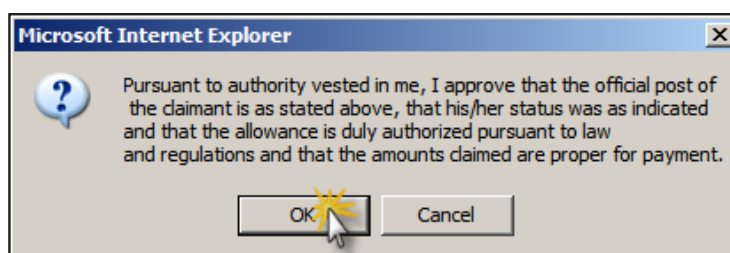


Figure 5.33: *Payment Authorization Window*

## 5.2.2 Claims Authorizer

1. When the Budget Approver submits an Education Allowance, you will receive an email notifying you about the new request. You can access the Education Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Education Allowance request (see Figure 5.34). The *eFABS Education Allowance* processing window opens.

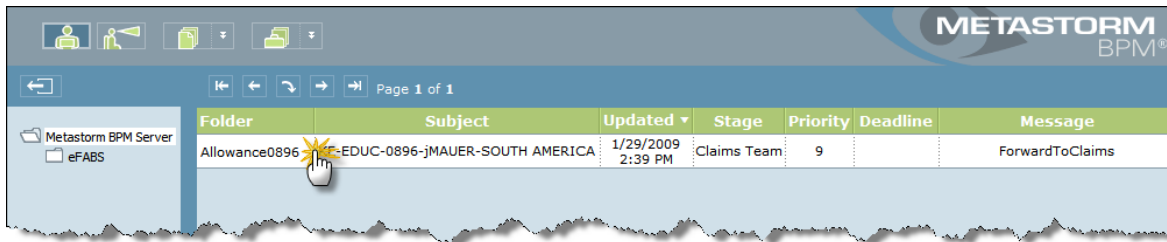



Figure 5.34: Education Allowance Request in Claims Authorizer's To Do List

- The *eFABS Education Allowance* processing window has six tabs at the top of the window that allow you to view the Education Allowance, financial information, personal profile, attachments, notes, and the allowance's audit trail (see Figure 5.35).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Education Allowance request.*

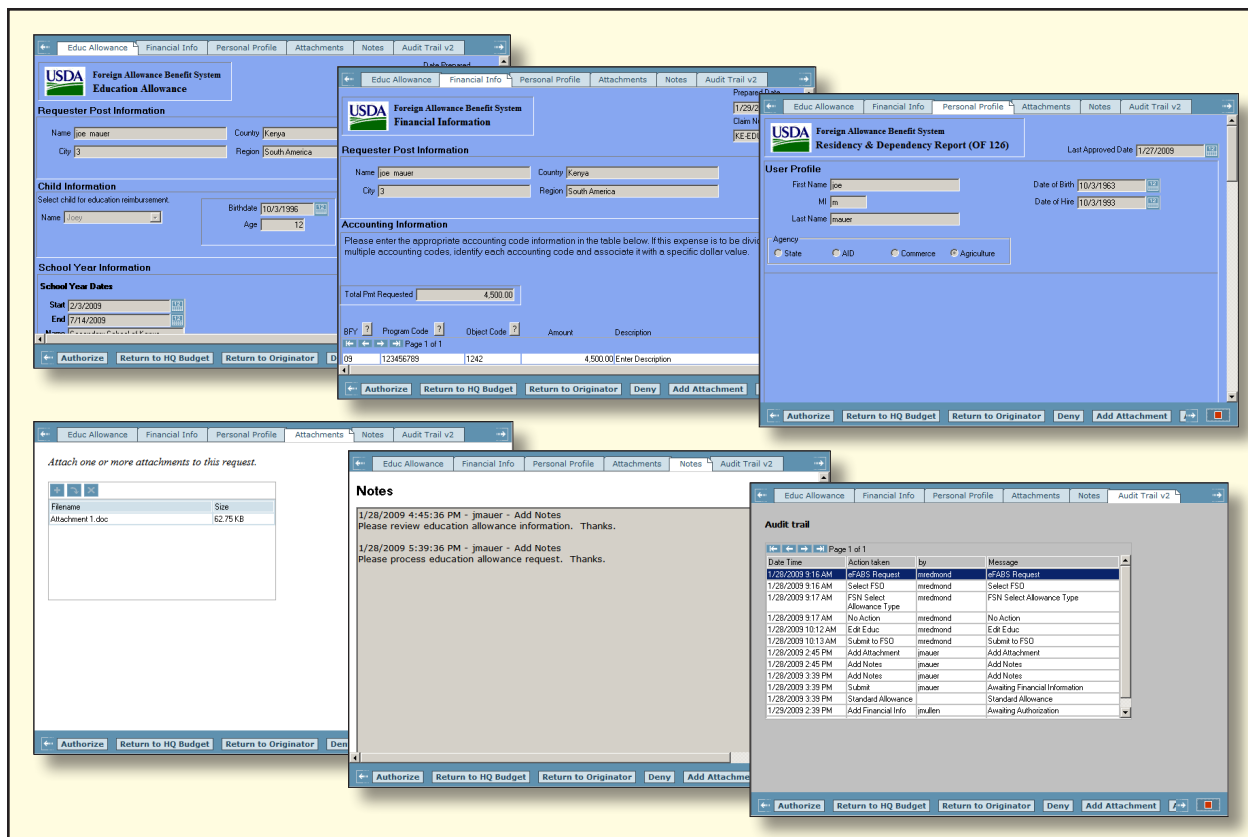
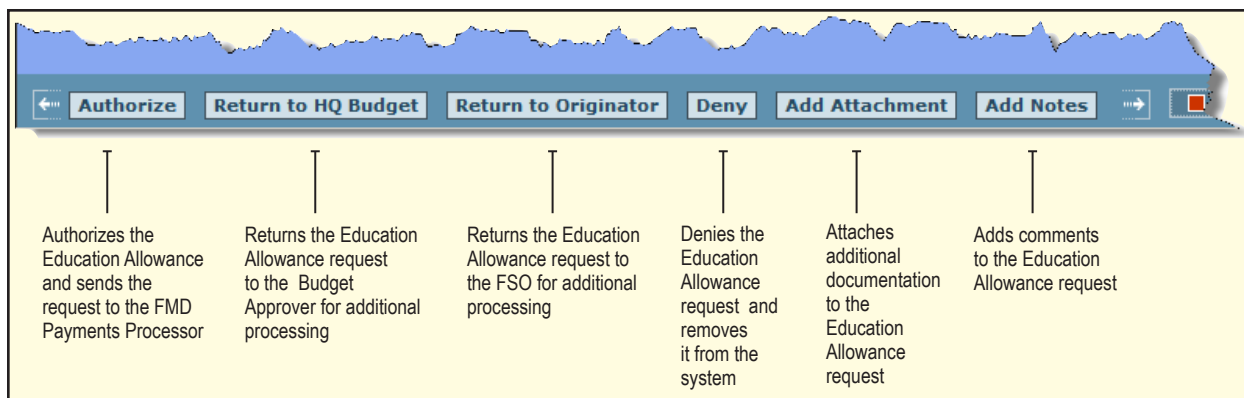



Figure 5.35: Claims Authorizer's Education Allowance Window Tab Views

- Six processing options are located at the bottom of the *eFABS Education Allowance* processing window (see Figure 5.36).



**Figure 5.36: Claims Authorizer's Education Allowance Processing Options**

5. If the Education Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. You can return the Education Allowance to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow. The request is returned to the Budget Approver.
7. Prior to authorizing the request, add any additional attachments or comments to the Education Allowance.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

8. Click Authorize to open the *eFABS Claims Authorization* window (see Figure 5.37).

**USDA Foreign Allowance Benefit System Claims Authorization**

Dependent Info    Maintain Ceilings

**Expenses**

Category	Subcategory	Child	Service Date	Cost	Current Balance	Proposed Balance	Flag	Ceiling Max
				0.00	0.00	0.00		0.00

**Accounting information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	1242	5,500.00	Description

**Figure 5.37: eFABS Claims Authorization Window**

9. To review dependent information, click Dependent Info. When the *eFABS Dependent Profile Information* window opens: 1) enter the FSO's name in the search field and click Search, 2) click once on the FSO's name in the name field, and 3) click the Refresh button to view the list of dependents (see Figure 5.38). After you review the information, click the green submit arrow to return to the *eFABS Claims Authorization* window.

**USDA Foreign Allowance Benefit System**  
**Dependent Profile Information**

**Profile List**  
Enter all or part of an employee's name to search, or leave blank for a complete list.  
Click on the name to select it.

Name:

1. Enter the FSO's name and click Search.

Name:

2. Click once on the FSO's name.

Click Refresh button to display dependent info

Enter date to display data as of:  
Post Status As Of:

3. Click the Refresh button to view the list of dependents.

**Lookup Dependents**

Page 1 of 1

First	Last	MI	Relationship	Relationship Date	Post	Post Begin	Post End
Josephina	Maurer	M	Spouse	10/3/1990	At	10/3/2008	10/2/2009
Josey	Maurer	N	Child		At	10/3/2008	10/2/2009
Joey	Maurer	N	Child		At	10/3/2008	10/2/2009

Figure 5.38: Using the eFABS Dependent Profile Information Window

10. Before you can authorize the education expenses, you need to create a ceiling for each expense subcategory. Click Maintain Ceilings. When the *eFABS Ceiling Management* window opens, click Insert to enter a new record (see Figure 5.39).

**USDA Foreign Allowance Benefit System**  
**Ceiling Management**

Name:

City:

Country:

To insert a record, click insert. To update, select the appropriate record from table and click update. To delete, select the appropriate record from the table and click delete.

Child Name:

Category:

Sub Category:

Start Date:

End Date:

Max Amt:

Enter search criteria:

From:   Search

to:

Display all dates:

Category:

Dependent:

Page 1 of 1

Category	Subcategory	Child	City	Country	Start Date	End Date	Maximum Amount	Current Balance
Basic Education			3	Kenya	11/29/2008	10/23/2009	15,000.00	0.00

Figure 5.39: eFABS Ceiling Management Window

11. Select the Dependent's Name, Category, and Subcategory from the dropdown menus; enter the Start and End Dates that were provided by the FSO in the request; and enter the maximum amount for the expense. Click Insert to add the record (see Figure 5.40).

After entering all fields, click insert to create new ceiling.

Dep. Name: Josey Category: Education Sub Category: One Time Fee Start Date: 2/10/2009 End Date: 6/30/2009 Max Amt: 1,000.00

Enter search criteria. From: 1/30/2008 to: 1/30/2010 Display all dates Category: Dependent:

Category	Subcategory	Child	City	Country	Start Date	End Date	Maximum Amount	Current Balance
Education	Basic Education	Josey	3	Kenya	1/29/2009	6/23/2009	15,000.00	6,000.00
Education	Basic Education	Josey	3	Kenya	2/10/2009	6/30/2009	10,000.00	10,000.00

Figure 5.40: Inserting a New Ceiling Record

If you select a current ceiling record from the list, you can use Update to make changes to the Start Date, End Date, and Maximum Amount. If a ceiling has not been drawn upon, you can use Delete to remove the record from the list.

12. After you insert the ceiling records for each subcategory, click the green submit arrow to return to the eFABS Claims Authorization window. Verify that each line of the request has a corresponding line for the ceiling. Tab over to the Flag column and select "A" from the dropdown menu to approve each expense. Click the green submit arrow (see Figure 5.41).

USDA Foreign Allowance Benefit System Claims Authorization

Dependent Info Maintain Ceilings

Expenses

Category	Subcategory	Child	Service Date	Cost	Current Balance	Proposed Balance	Flag	Ceiling Max
Education	Basic Education	Josey	2/10/2009	5,000.00	10,000.00	5,000.00	A	10,000.00
Education	One Time Fee	Josey	2/10/2009	500.00	1,000.00	500.00	A	1,000.00

Accounting information

BFY: 09 Program Code: 123456789 Object Code: 1242 Amount: 5,500.00 Description:

Figure 5.41: Authorizing the Education Allowance Expenses

13. When the payment authorization window opens, read the agreement and click OK (see Figure 5.42). The Education Allowance is sent to the FMD Payments Processor.

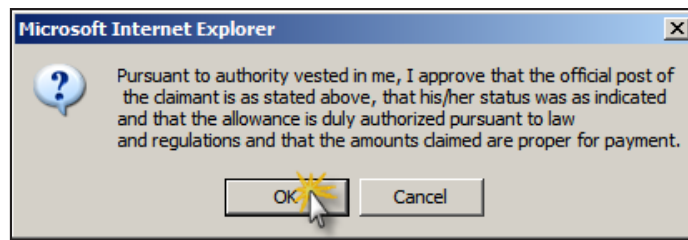


Figure 5.42: Payment Authorization Window

### 5.2.3 FMD Payments Processor

1. When the Claims Authorizer submits an Education Allowance, you will receive an email notifying you about the new request. You can access the Education Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Education Allowance request (see Figure 5.43). The *eFABS Education Allowance* processing window opens.

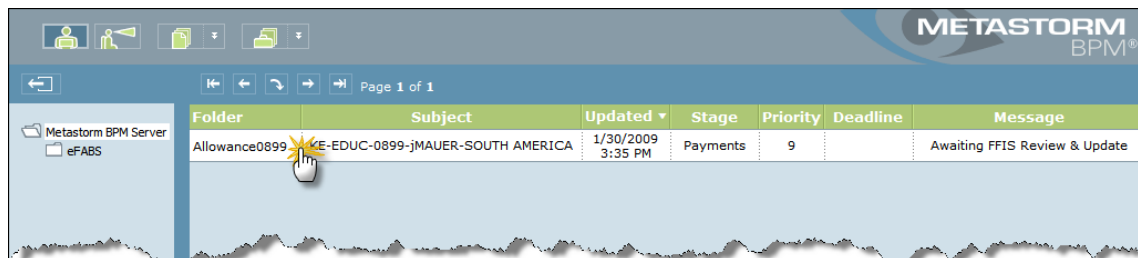



Figure 5.43: Education Allowance Request in FMD Payments Processor's To Do List

3. The *eFABS Education Allowance* processing window has five tabs at the top of the window that allow you to view the payment information, Education Allowance, attachments, notes, and the allowance's audit trail (see Figure 5.44).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Education Allowance request.*

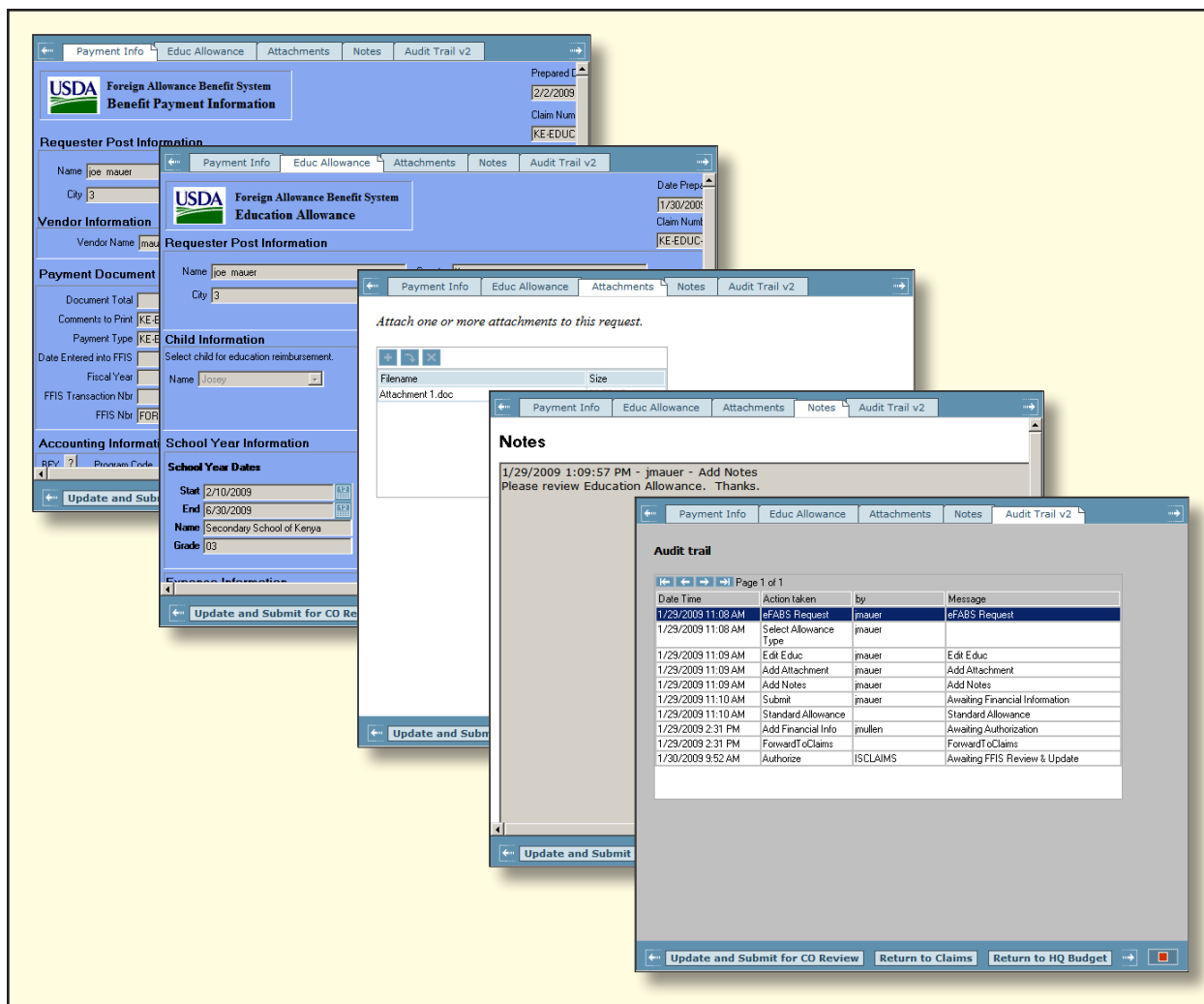


Figure 5.44: FMD Payments Processor's Education Allowance Window Tab Views

4. Four processing options are located at the bottom of the *eFABS Education Allowance* processing window (see Figure 5.45).

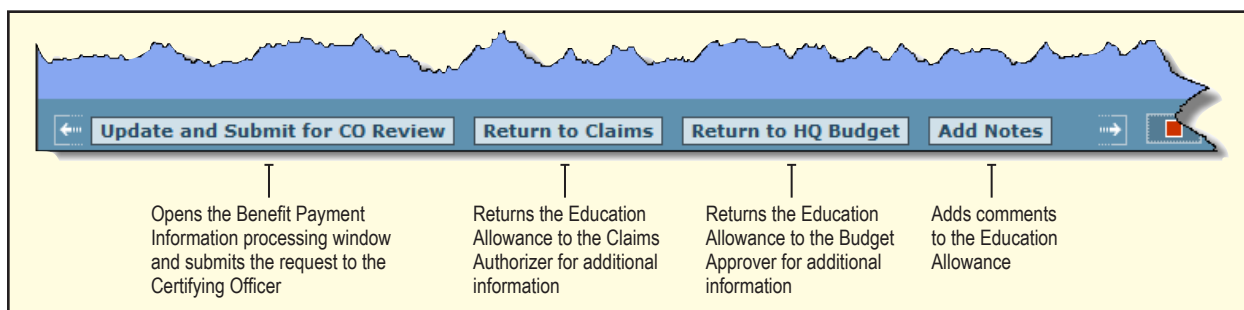


Figure 5.45: FMD Payments Processor's Education Allowance Processing Options

5. If the Education Allowance requires additional information from the Claims Authorizer, click Return to Claims. When the Add Note window opens, add your comments and click the green submit arrow.
6. You can return the Education Allowance to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional comments to the Education Allowance.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

8. After you review the request, click Update and Submit for CO Review. When the *eFABS Benefit Payment Information* window opens, enter the Date, Fiscal Year, and FFIS Transaction Number. Click the green submit arrow (see Figure 5.46). The Education Allowance is sent to the Certifying Officer.

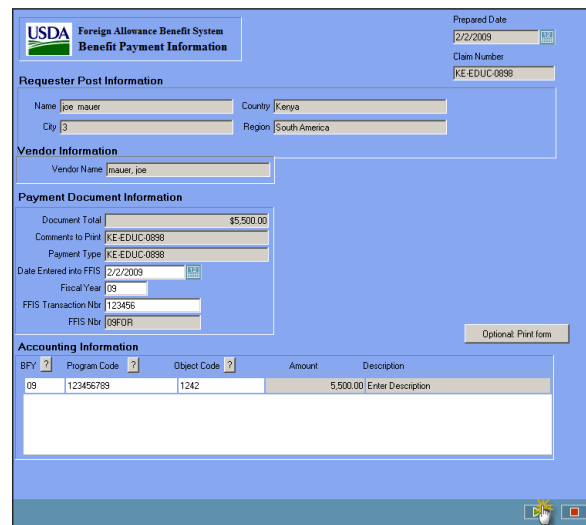
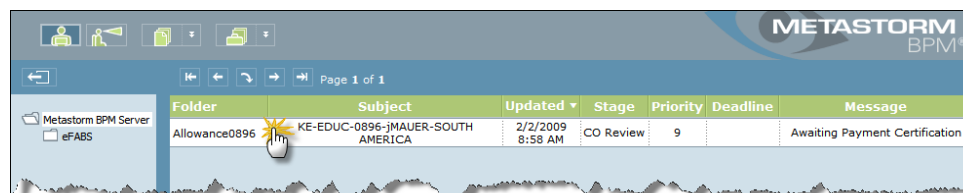


Figure 5.46: eFABS Benefit Payment Information Window

## 5.2.4 Certifying Officer

1. When the FMD Payments Processor submits an Education Allowance, you will receive an email notifying you about the new request. You can access the Education Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Education Allowance request (see Figure 5.47) to open the processing window.




Folder	Subject	Updated	Stage	Priority	Deadline	Message
Allowance0896	KE-EDUC-0896-JMAUER-SOUTH AMERICA	2/2/2009 8:58 AM	CO Review	9		Awaiting Payment Certification

Figure 5.47: Education Allowance Request in Certifying Officer's To Do List



- The *eFABS Education Allowance* processing window has seven tabs at the top of the window that allow you to view the payment information, Education Allowance, financial information, personal profile, attachments, notes, and the allowance's audit trail (see Figure 5.48).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Education Allowance request.

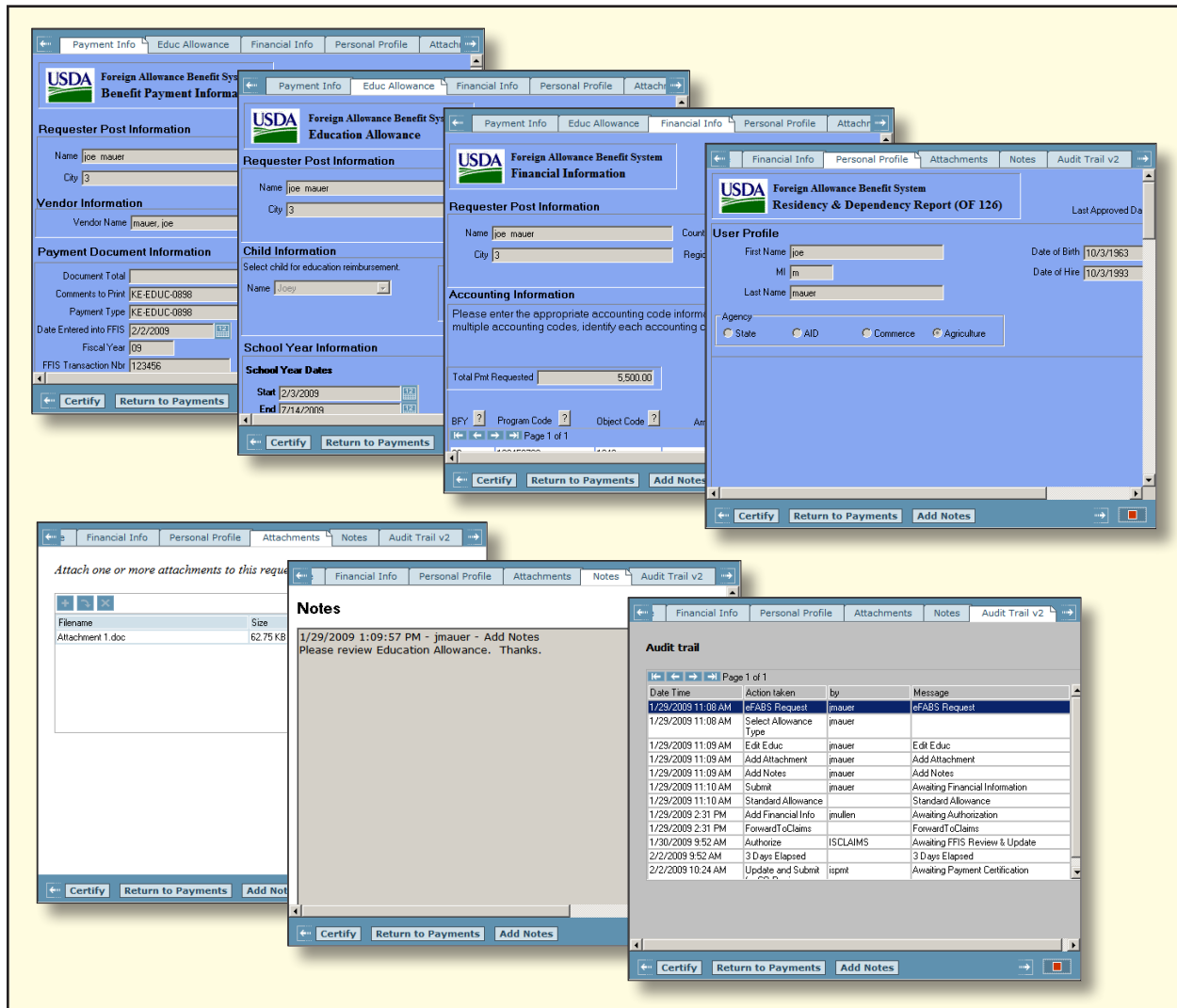
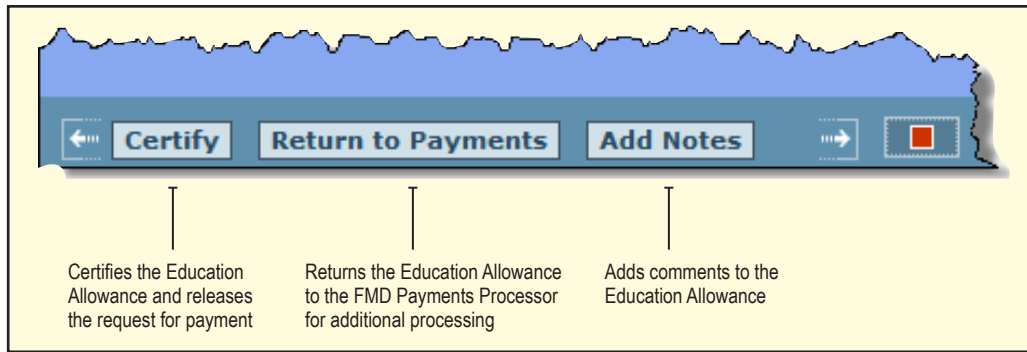


Figure 5.48: Certifying Officer's Education Allowance Window Tab Views

- Three processing options are located at the bottom of the *eFABS Education Allowance* processing window (see Figure 5.49).



**Figure 5.49: Certifying Officer's Education Allowance Processing Options**

5. If the Education Allowance requires additional information from the FMD Payments Processor, click Return to Payments. When the Add Note window opens, add your comments and click the green submit arrow.
6. Prior to certifying the request, add any additional comments to the Education Allowance request.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

7. After you review the request, click Certify. When the verification window opens, click the green submit arrow.
8. The Education Allowance approval process is complete.

# Chapter 6

## Working with eFABS Representation Allowances

**T**his chapter provides detailed information about submitting and processing Representation Allowance requests in eFABS. After the FSO submits a Representation Allowance, the request passes through four levels of processing via eFABS. These processing levels include Budget Approver, Claims Authorizer, FMD Payments Processor, and Certifying Officer. This chapter discusses how:

- FSOs complete and submit Representation Allowance requests
- Budget Approvers review and process Representation Allowance requests
- Claims Authorizers approve Representation Allowance requests
- FMD Payments Processors process the Representation Allowance payment information
- Certifying Officers certify the Representation Allowance payment

### 6.1 Submitting an eFABS Representation Allowance Request

Representation Allowance requests can be initiated by an Assistant or FSO. If an Assistant completes a Representation Allowance request for an FSO, the FSO must review the information and submit the request for payment processing. Section 6.1.1 provides Assistants with information about completing and submitting Representation Allowances to FSOs for review. Section 6.1.2 contains two parts and provides FSOs with information about: 1) submitting Representation Allowances completed by Assistants, and 2) completing and submitting their own Representation Allowance requests.

#### 6.1.1 How Assistants Submit a Representation Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 6.1).

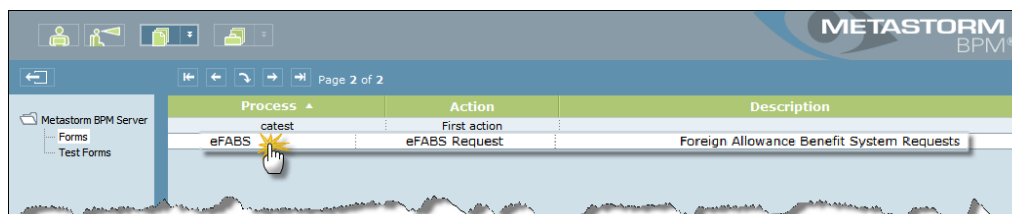


Figure 6.1: eFABS Processing Option in Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 6.2).


The screenshot shows the 'eFABS FSO Selection' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'FSO Selection' are displayed. Below this, there is a label 'FSO Name' followed by a dropdown menu. The dropdown menu is open, showing a list of names, with 'thunter' selected. At the bottom right of the window, there is a green submit arrow icon and a red square icon.

Figure 6.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance and select Representation Allowance from the claim request list (see Figure 6.3). Click the green submit arrow to open the *eFABS Representation Allowance* processing window.

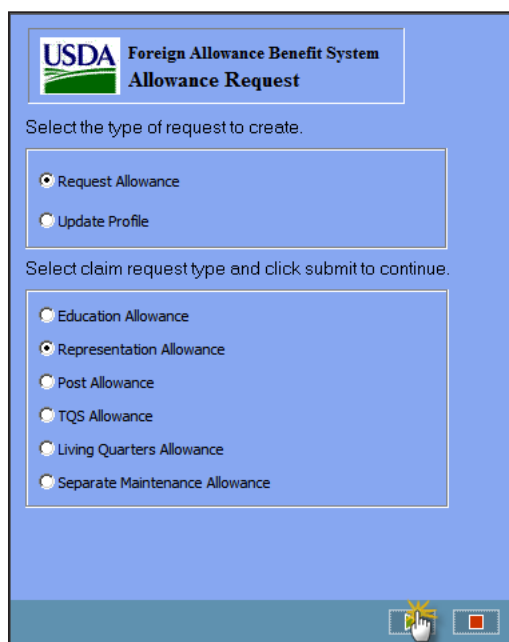
The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'Allowance Request' are displayed. Below this, there is a label 'Select the type of request to create.' followed by two radio button options: 'Request Allowance' (which is selected) and 'Update Profile'. Below these options, there is a label 'Select claim request type and click submit to continue.' followed by a list of six radio button options: 'Education Allowance', 'Representation Allowance' (which is selected), 'Post Allowance', 'TQS Allowance', 'Living Quarters Allowance', and 'Separate Maintenance Allowance'. At the bottom right of the window, there is a green submit arrow icon and a red square icon.

Figure 6.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS Representation Allowance* processing window (see Figure 6.4).

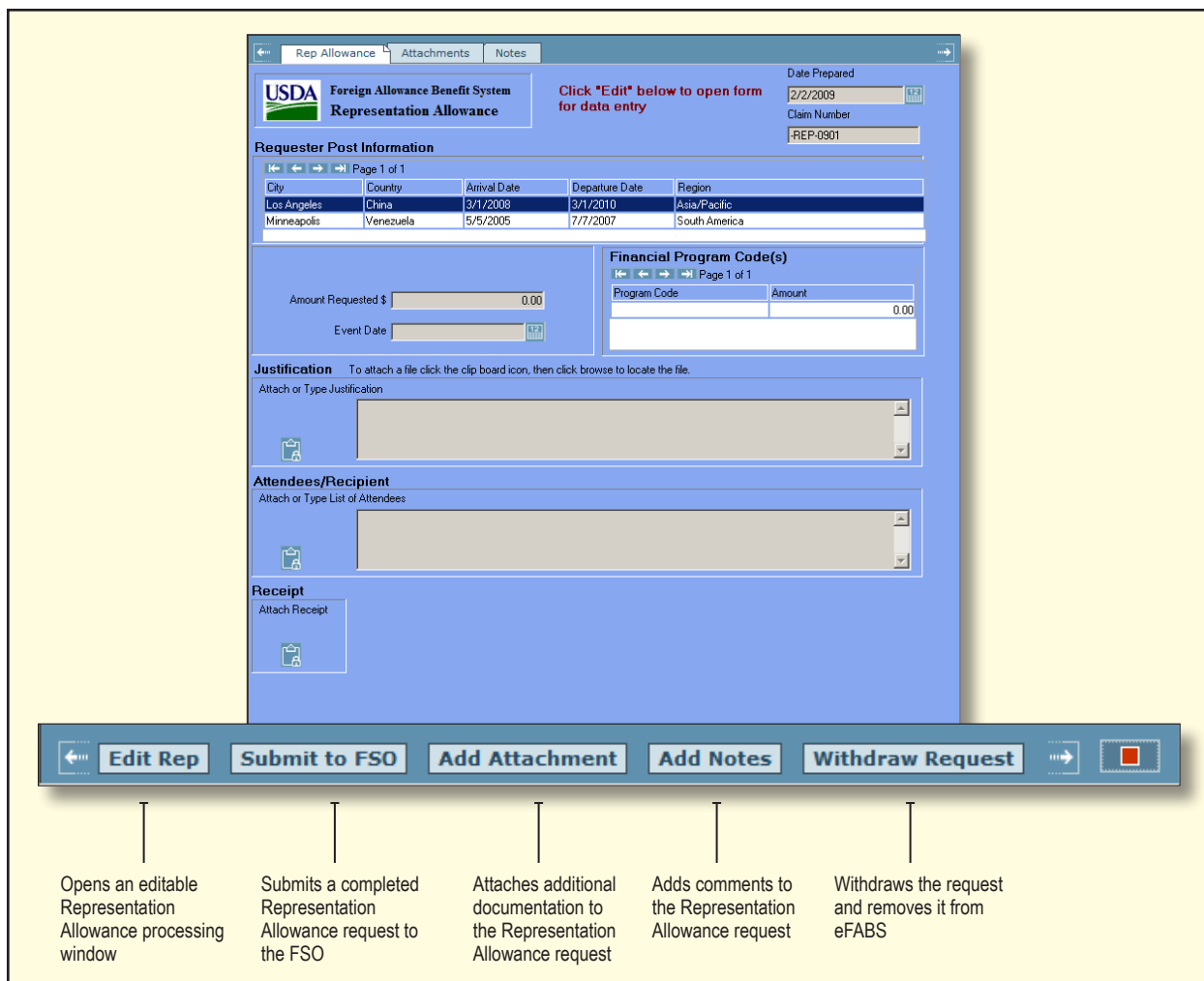


Figure 6.4: Assistant's Representation Allowance Processing Options

- Click Edit Rep to open an editable Education Allowance window. Verify the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 6.5).

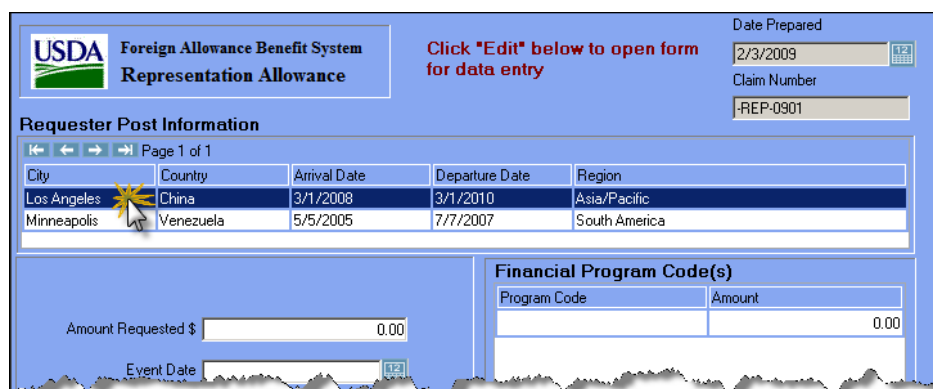
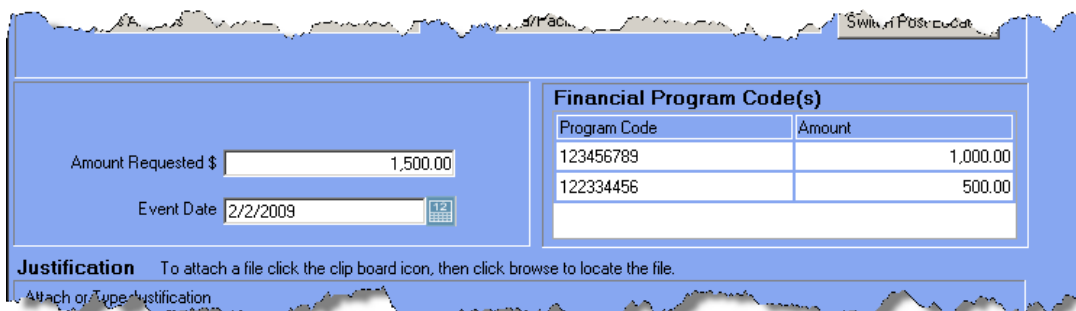


Figure 6.5: Selecting the Post Location

7. Enter the amount requested and the event date. If the event is multi-day, enter the first day of the event. In the Financial Program Code(s) section, enter the program code and the amount of the allowance that should be charged to the specific program (see Figure 6.6)

 If you have multiple program codes for the expense, press the Insert <Ins> key to open a blank row of data and enter the information.



Program Code	Amount
123456789	1,000.00
122334456	500.00

**Justification** To attach a file click the clip board icon, then click browse to locate the file.

Attach or Type Justification

Figure 6.6: Completing the Event and Financial Program Code Information

8. In the Justification, Attendees/Recipient, and Receipt sections, use the clipboard icon to attach corresponding documentation from your hard drive. Instead of attaching a document, you can type a Justification and list of Attendees/Recipient in the data fields. Click the green submit arrow (see Figure 6.7).



**Justification** To attach a file click the clip board icon, then click browse to locate the file.

Attach or Type Justification

Type Justification

**Attendees/Recipient**

Attach or Type List of Attendees


Type List of Attendees

**Receipt**

Attach Receipt

Figure 6.7: Completing the Justification, Attendees, and Receipt Sections

9. When you return to the *eFABS Representation Allowance* processing window, add any additional attachments or comments to the request.

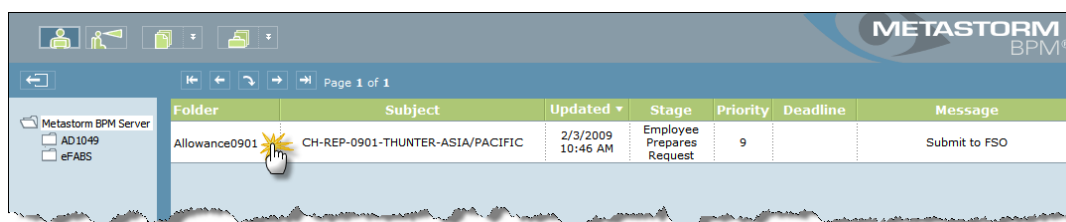
 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

10. Once you have completed the Representation Allowance, click Submit to FSO. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
11. When the verification window opens, click Yes. The Representation Allowance is sent to the FSO for review.

## 6.1.2 How FSOs Submit a Representation Allowance Request


### *If your Assistant completes the Representation Allowance request*

1. You will receive an email notifying you that your assistant has submitted a Representation Allowance for your review. You can access the Representation Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Representation Allowance request (see Figure 6.8). The *eFABS Representation Allowance* processing window opens.



**Figure 6.8: eFABS Representation Allowance Request in FSO's To Do List**

3. The *eFABS Representation Allowance* processing window has three tabs at the top of the window that allow you to view the Representation Allowance, attachments, and notes (see Figure 6.9).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Representation Allowance request.

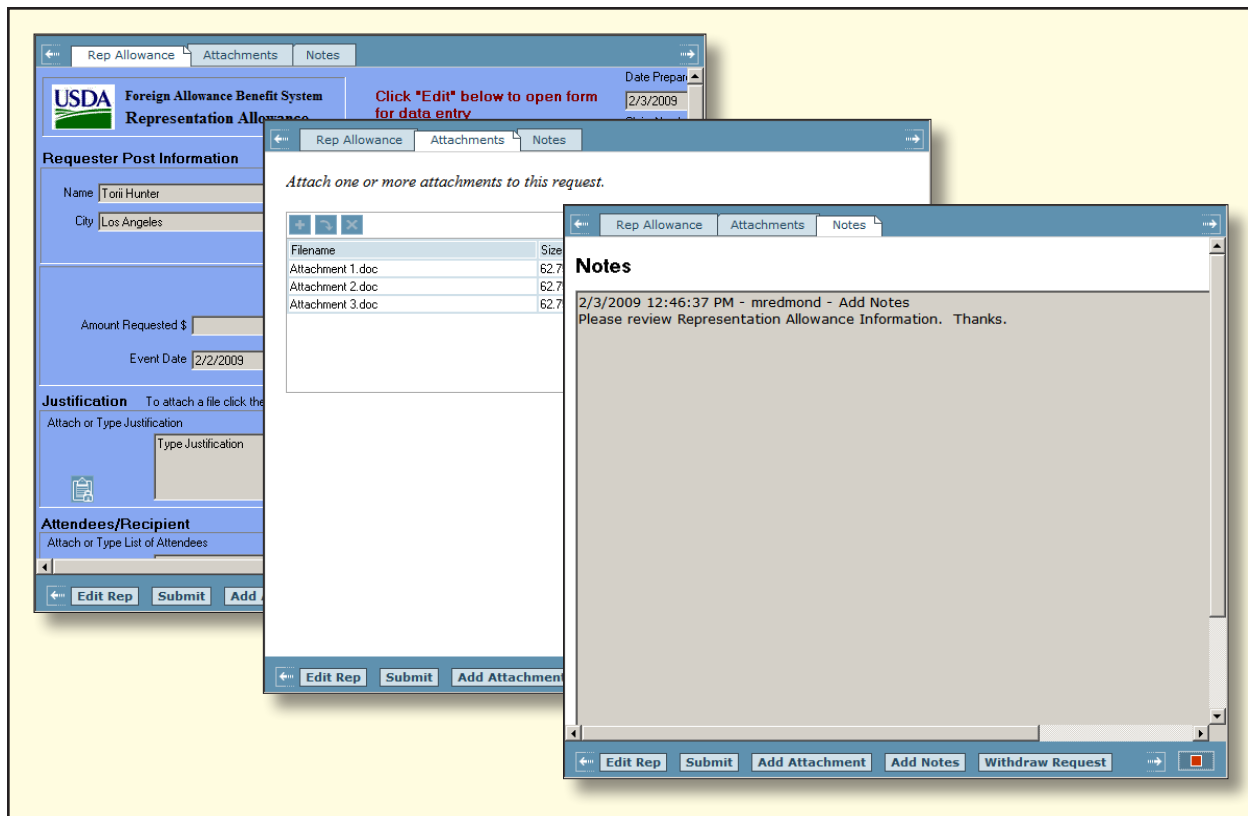


Figure 6.9: FSO's Representation Allowance Window Tab Views

4. Five processing options are located at the bottom of the FSO's *eFABS Representation Allowance* processing window (see Figure 6.10).

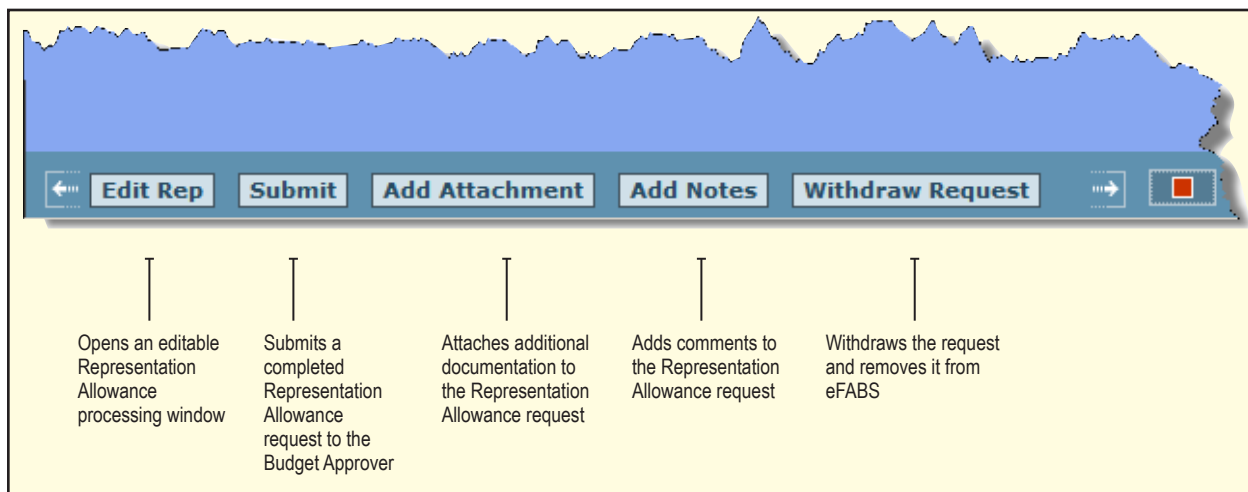



Figure 6.10: FSO's Representation Allowance Processing Options



5. If you want to make any changes to the Representation Allowance, click Edit Rep, and update the information. Click the green submit arrow to return to the processing window.
  6. When you return to the *eFABS Representation Allowance* processing window, add any additional attachments or comments to the request.
-  Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.
7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
  8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 6.11). The Representation Allowance is sent to the Budget Approver for approval.

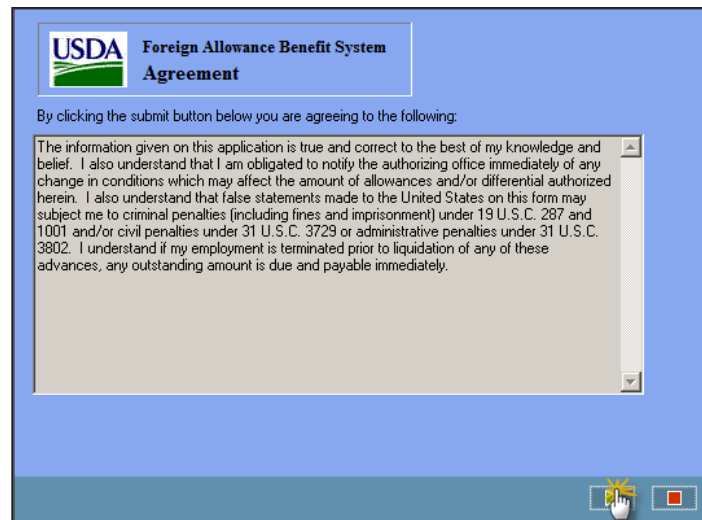


Figure 6.11: eFABS Agreement Window

### ***If you complete and submit the Representation Allowance request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 6.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select Representation Allowance from the claim request list, and click the green submit arrow (see Figure 6.12). The *eFABS Representation Allowance* processing window opens.

**USDA Foreign Allowance Benefit System Allowance Request**

Select claim request type and click submit to continue.

- ☐ Education Allowance
- ☒ Representation Allowance
- ☐ Post Allowance
- ☐ TQS Allowance
- ☐ Living Quarters Allowance
- ☐ Separate Maintenance Allowance

Submit [Red Square Button]

**Figure 6.12: eFABS Allowance Request Window**

4. Refer to Figure x.10 for information about the five processing options located at the bottom of the FSO's *eFABS Representation Allowance* processing window.
5. Click Edit Rep to open an editable Representation Allowance request. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 6.13).

**USDA Foreign Allowance Benefit System Representation Allowance**

Click "Edit" below to open form for data entry

Date Prepared: 2/3/2009  
Claim Number: REP-0901

**Requester Post Information**

Page 1 of 1

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America


Amount Requested \$: 0.00  
Event Date: [Calendar Icon]

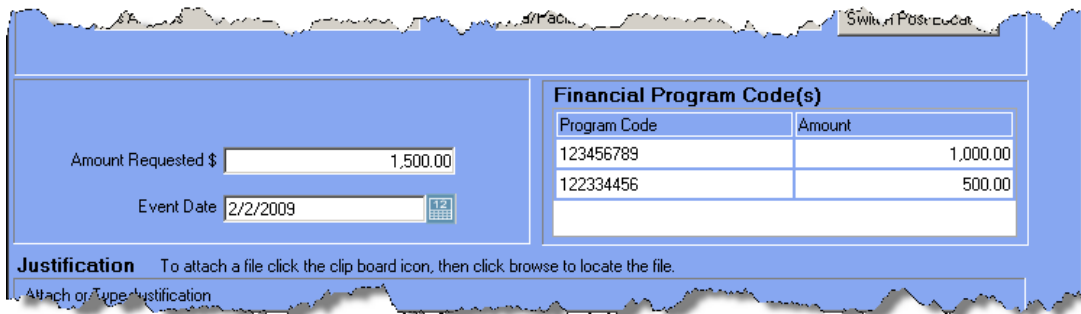
**Financial Program Code(s)**

Program Code	Amount
	0.00

**Figure 6.13: Selecting the Post Location**

6. Enter the amount requested and the event date. If the event is multi-day, enter the first day of the event. In the Financial Program Code(s) section, enter the program code and the amount of the allowance that should be charged to the specific program (see Figure 6.14)

 If you have multiple program codes for the expense, press the Insert <Insert> key to open a blank row of data and enter the information.



Program Code	Amount
123456789	1,000.00
122334456	500.00

Amount Requested \$ 1,500.00

Event Date 2/2/2009

**Financial Program Code(s)**

**Justification** To attach a file click the clip board icon, then click browse to locate the file.

Attach or Type Justification

Figure 6.14: Completing the Event and Financial Program Code Information

7. In the Justification, Attendees/Recipient, and Receipt sections, use the clipboard icon to attach corresponding documentation from your hard drive. Instead of attaching a document, you can type a Justification and list of Attendees/Recipient in the data fields. Click the green submit arrow (see Figure 6.15).



Event Date 2/2/2009

**Justification** To attach a file click the clip board icon, then click browse to locate the file.

Attach or Type Justification

Type Justification

**Attendees/Recipient**

Attach or Type List of Attendees

Type List of Attendees


**Receipt**

Attach Receipt

Submit

Figure 6.15: Completing the Justification, Attendees, and Receipt Sections

8. When you return to the *eFABS Representation Allowance* processing window, add any additional attachments or comments to the request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

9. Once you have completed the Representation Allowance, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
10. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (refer to Figure 6.11). The Representation Allowance is sent to the Budget Approver for approval.

## 6.2 Approving an eFABS Representation Allowance Request

After the FSO submits a Representation Allowance request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the Representation Allowance request and completes financial information
- Claims Authorizer – authorizes the Representation Allowance request
- FMD Payments Processor - enters data from approved Representation Allowance into FFIS
- Certifying Officer – verifies the information from the Representation Allowance request matches the data entered into FFIS and releases the request for payment

The following sections discuss the Representation Allowance approval process in detail.

### 6.2.1 Budget Approver

1. When an FSO submits a Representation Allowance, you will receive an email notifying you about the new request. You can access the Representation Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Representation Allowance request (see Figure 6.16). The *eFABS Representation Allowance* processing window opens.

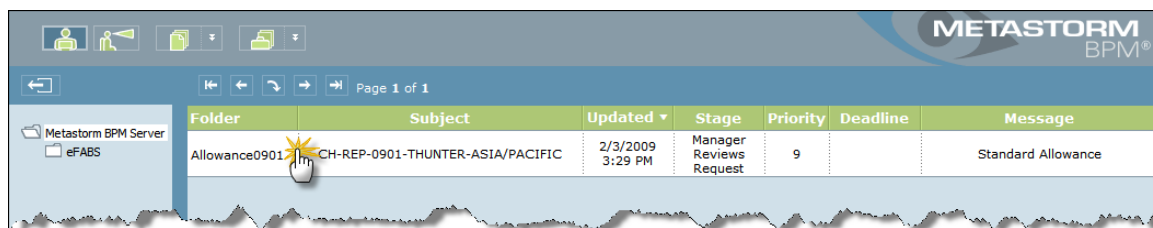



Figure 6.16: eFABS Representation Allowance Request in Budget Approver's To Do List

3. The *eFABS Representation Allowance* processing window has four tabs at the top of the window that allow you to view the Representation Allowance, attachments, notes, and audit trail (see Figure 6.17).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Representation Allowance request.

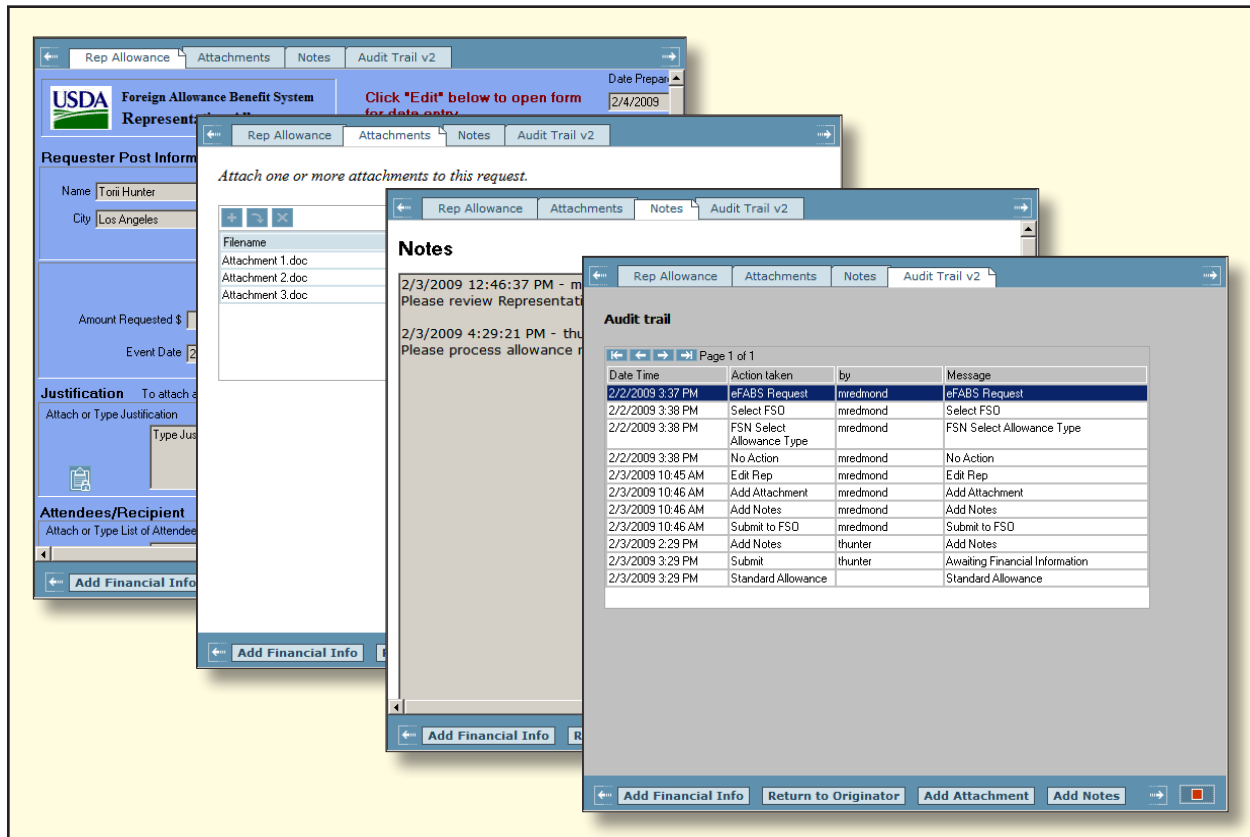


Figure 6.17: Budget Approver's Representation Allowance Window Tab Views

4. Four processing options are located at the bottom of the *eFABS Representation Allowance* processing window (see Figure 6.18).

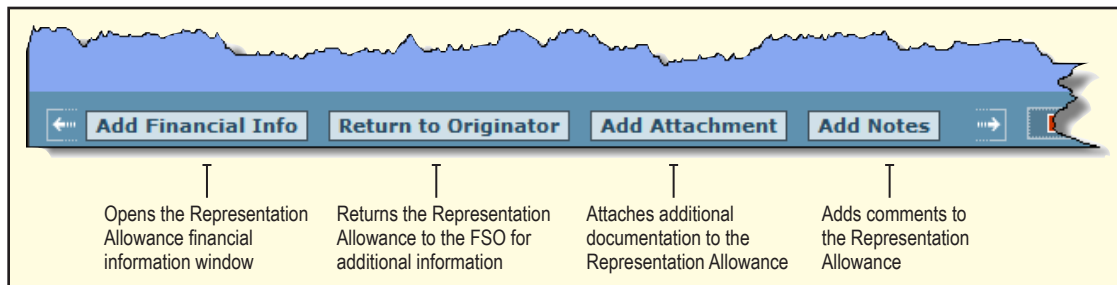



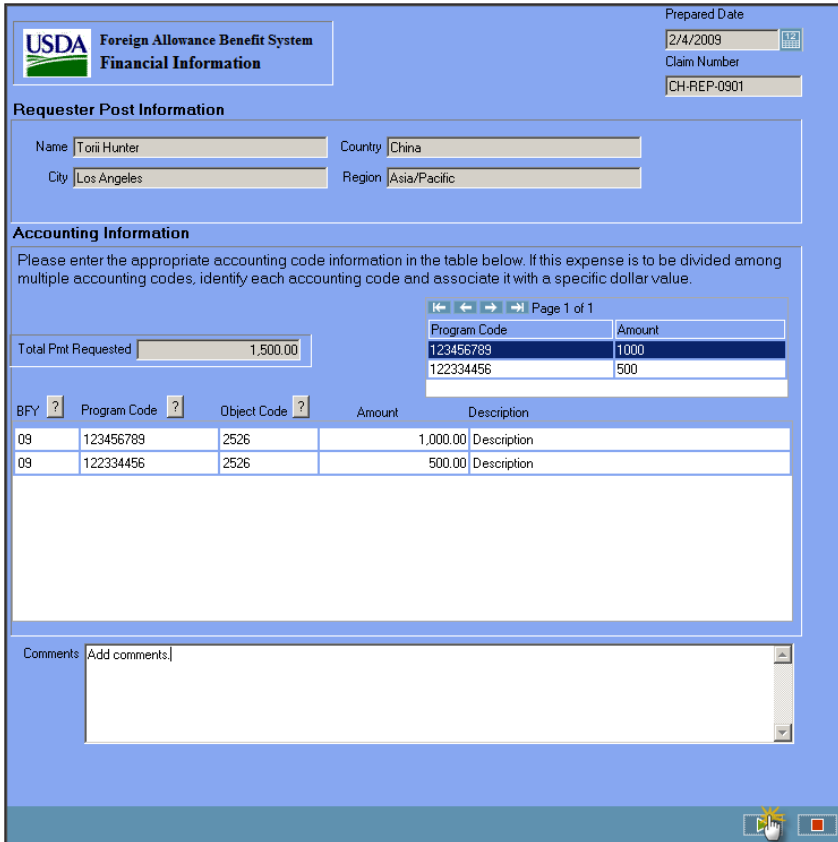
Figure 6.18: Budget Approver's Education Allowance Processing Options

5. If the Representation Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.

6. Prior to entering the financial information, add any additional attachments or comments to the request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

7. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and the amount of the Representation Allowance request. Enter a description in the Description field; click the green submit arrow (see Figure 6.19).



**USDA Foreign Allowance Benefit System Financial Information**

Prepared Date: 2/4/2009  
Claim Number: CH-REP-0901

**Requester Post Information**

Name: Torii Hunter Country: China  
City: Los Angeles Region: Asia/Pacific

**Accounting Information**

Please enter the appropriate accounting code information in the table below. If this expense is to be divided among multiple accounting codes, identify each accounting code and associate it with a specific dollar value.

Total Pmt Requested: 1,500.00

BFY	Program Code	Object Code	Amount	Description
09	123456789	2526	1,000.00	Description
09	122334456	2526	500.00	Description

Comments: Add comments.

Figure 6.19: eFABS Financial Information Window

8. When the payment authorization window opens, read the agreement and click OK (see Figure 6.20). The Representation Allowance is sent to the Claims Authorizer.

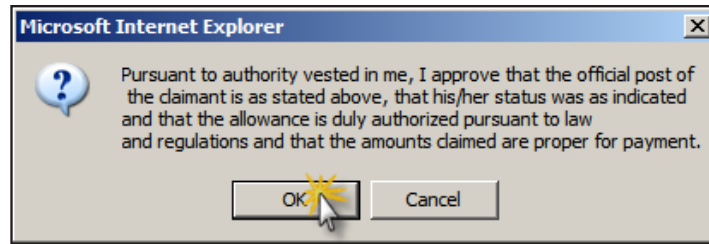


Figure 6.20: eFABS Payment Authorization Window

## 6.2.2 Claims Authorizer

1. When the Budget Approver submits a Representation Allowance, you will receive an email notifying you about the new request. You can access the Representation Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Representation Allowance request (see Figure 6.21) to open the processing window.

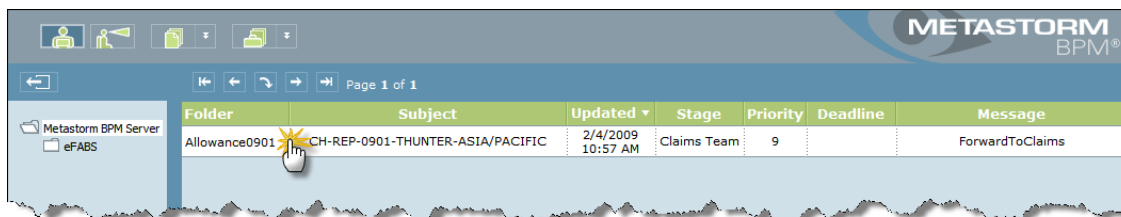



Figure 6.21: eFABS Representation Allowance Request in Claims Authorizer's To Do List

3. The *eFABS Representation Allowance* processing window has six tabs at the top of the window that allow you to view the Representation Allowance, financial information, personal profile, attachments, notes, and audit trail (see Figure 6.22).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Representation Allowance request.*

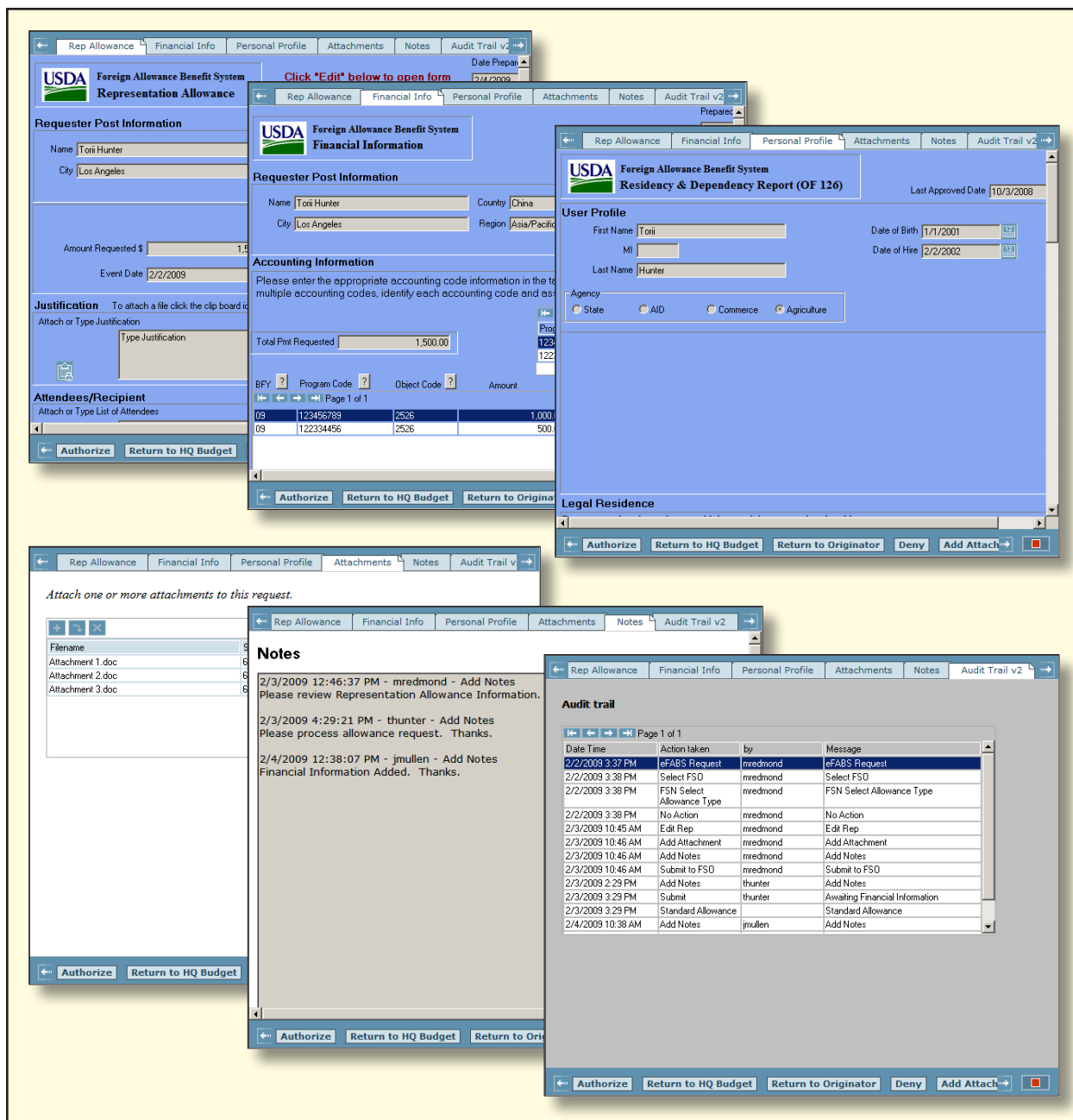
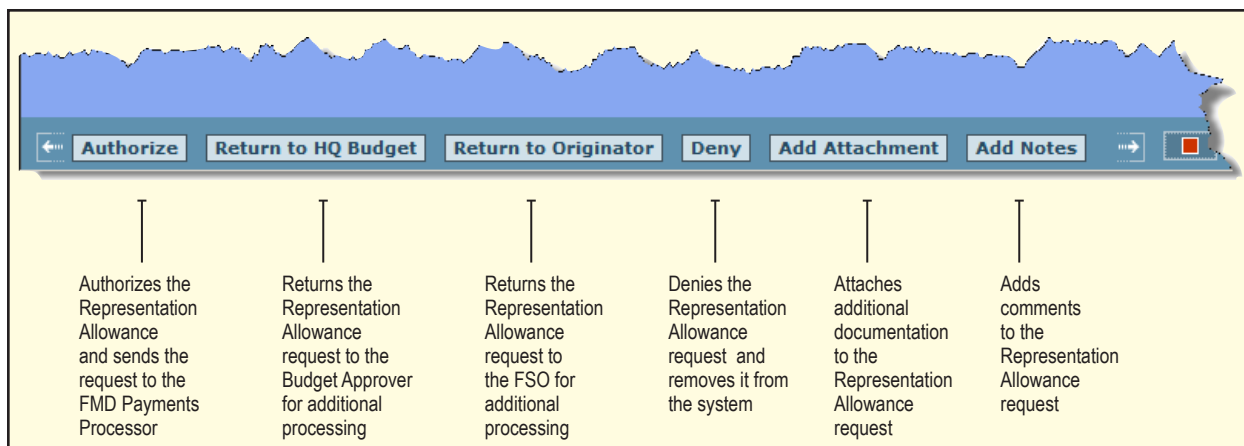


Figure 6.22: Claims Authorizer's Representation Allowance Window Tab Views

4. Six processing options are located at the bottom of the *eFABS Representation Allowance* processing window (see Figure 6.23).
5. If the Representation Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. You can return the Representation Allowance to the Budget Approver by clicking Return to Budget. Enter your comments in the Add Note window, and click the green submit arrow.





**Figure 6.23: Claims Authorizer's Representation Allowance Processing Options**

7. Prior to authorizing the request, add any additional attachments or comments to the Representation Allowance request.

Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

8. After you review the request, click Authorize. When the *eFABS Claims Authorization* window opens, verify the amount of the Representation Allowance in the Cost field is correct, and select “A” from the dropdown menu in the Flag field to approve the request. Click the green submit arrow (see Figure 6.24).

If you are approving the request for an amount that is different from the amount requested by the FSO, change the amount in the accounting information fields to match the amount that you are approving.

**USDA Foreign Allowance Benefit System Claims Authorization**

**Expenses**

Category	Subcategory	Date of Service	Cost	Flag
Representation Allowance	None	2/2/2009	1,500.00	A

**Accounting information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	2526	1,000.00	Description
09	122334456	2526	500.00	Description

**Figure 6.24: eFABS Claims Authorization Window**

9. When the payment authorization window opens, read the agreement and click OK (see Figure 6.25). The Representation Allowance is sent to the FMD Payments Processor.

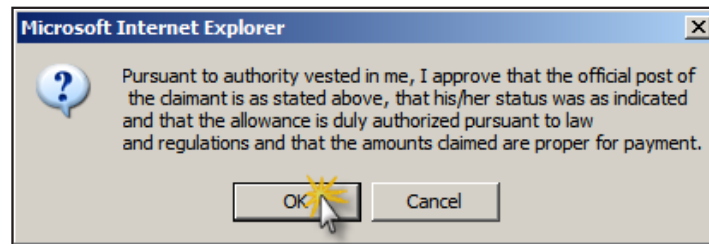


Figure 6.25: eFABS Payment Authorization Window

### 6.2.3 FMD Payments Processor

1. When the Claims Authorizer submits a Representation Allowance, you will receive an email notifying you about the new request. You can access the Representation Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Representation Allowance request (see Figure 6.26). The *eFABS Representation Allowance* processing window opens.

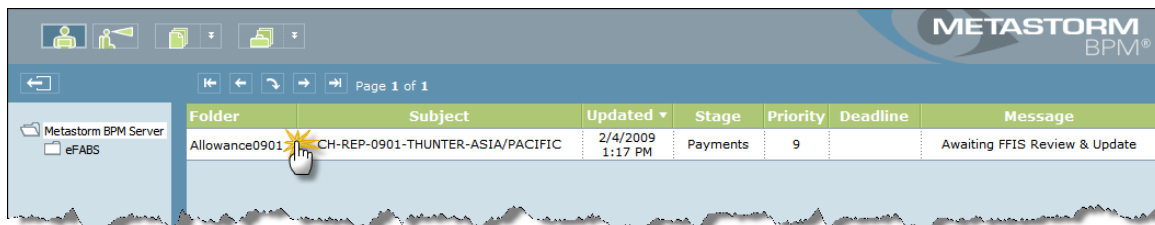



Figure 6.26: eFABS Representation Allowance Request in FMD Payments Processor's To Do List

3. The *eFABS Representation Allowance* processing window has five tabs at the top of the window that allow you to view the payment information, Representation Allowance, attachments, notes, and audit trail (see Figure 6.27).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Representation Allowance request.*

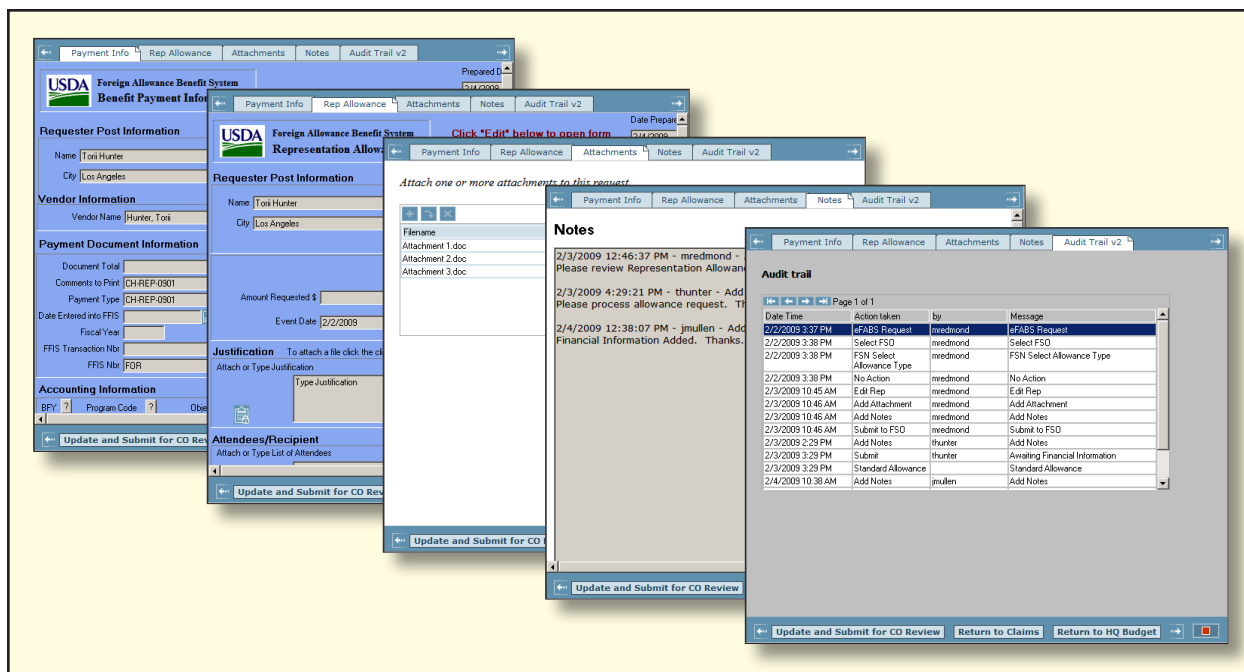


Figure 6.27: FMD Payments Processor's Representation Allowance Window Tab Views

4. Four processing options are located at the bottom of the *eFABS Representation Allowance* processing window (see Figure 6.28).

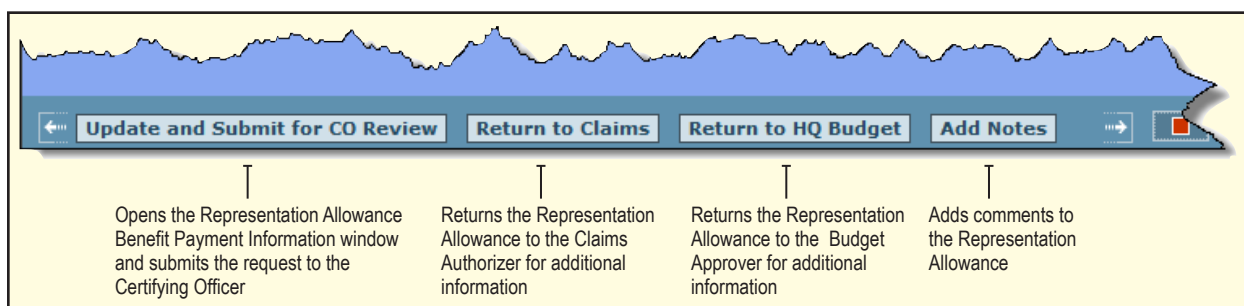


Figure 6.28: FMD Payments Processor's Representation Allowance Processing Options

5. If the Representation Allowance requires additional information from the Claims Authorizer, click Return to Claims. When the Add Note window opens, add your comments and click the green submit arrow.
6. You can return the Representation Allowance to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional comments to the Representation Allowance request.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

- After you review the request, click Update and Submit for CO Review. When the *eFABS Benefit Payment Information* window opens, enter the Date, Fiscal Year, and FFIS Transaction Number. Click the green submit arrow (see Figure 6.29). The Representation Allowance is sent to the Certifying Officer.

**USDA Foreign Allowance Benefit System Benefit Payment Information**

Prepared Date: 2/4/2009  
Claim Number: CH-REP-0901

**Requester Post Information**

Name: Torii Hunter Country: China  
City: Los Angeles Region: Asia/Pacific

**Vendor Information**

Vendor Name: Hunter, Torii

**Payment Document Information**

Document Total: \$1,500.00  
Comments to Print: CH-REP-0901  
Payment Type: CH-REP-0901  
Date Entered into FFIS: 2/4/2009  
Fiscal Year: 09  
FFIS Transaction Nbr: 123456  
FFIS Nbr: 09FQR

**Accounting Information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	2526	1,000.00	Description
09	122334456	2526	500.00	Description

Optional: Print form

Figure 6.29: eFABS Benefit Payment Information Window


## 6.2.4 Certifying Officer

- When the FMD Payments Processor submits a Representation Allowance, you will receive an email notifying you about the new request. You can access the Representation Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
- After you login to Metastorm BPM, select your To Do List and click once on the Representation Allowance request (see Figure 6.30). The *eFABS Representation Allowance* processing window opens.

Folder	Subject	Updated	Stage	Priority	Deadline	Message
Allowance0901	CH-REP-0901-THUNTER-ASIA/PACIFIC	2/4/2009 3:08 PM	CO Review	9		Awaiting Payment Certification

Figure 6.30: eFABS Representation Allowance Request in Certifying Officer's To Do List

- The *eFABS Representation Allowance* processing window has seven tabs at the top of the window that allow you to view the payment information, Representation Allowance, financial information, personal profile, attachments, notes, and audit trail (see Figure 6.31).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Representation Allowance request.

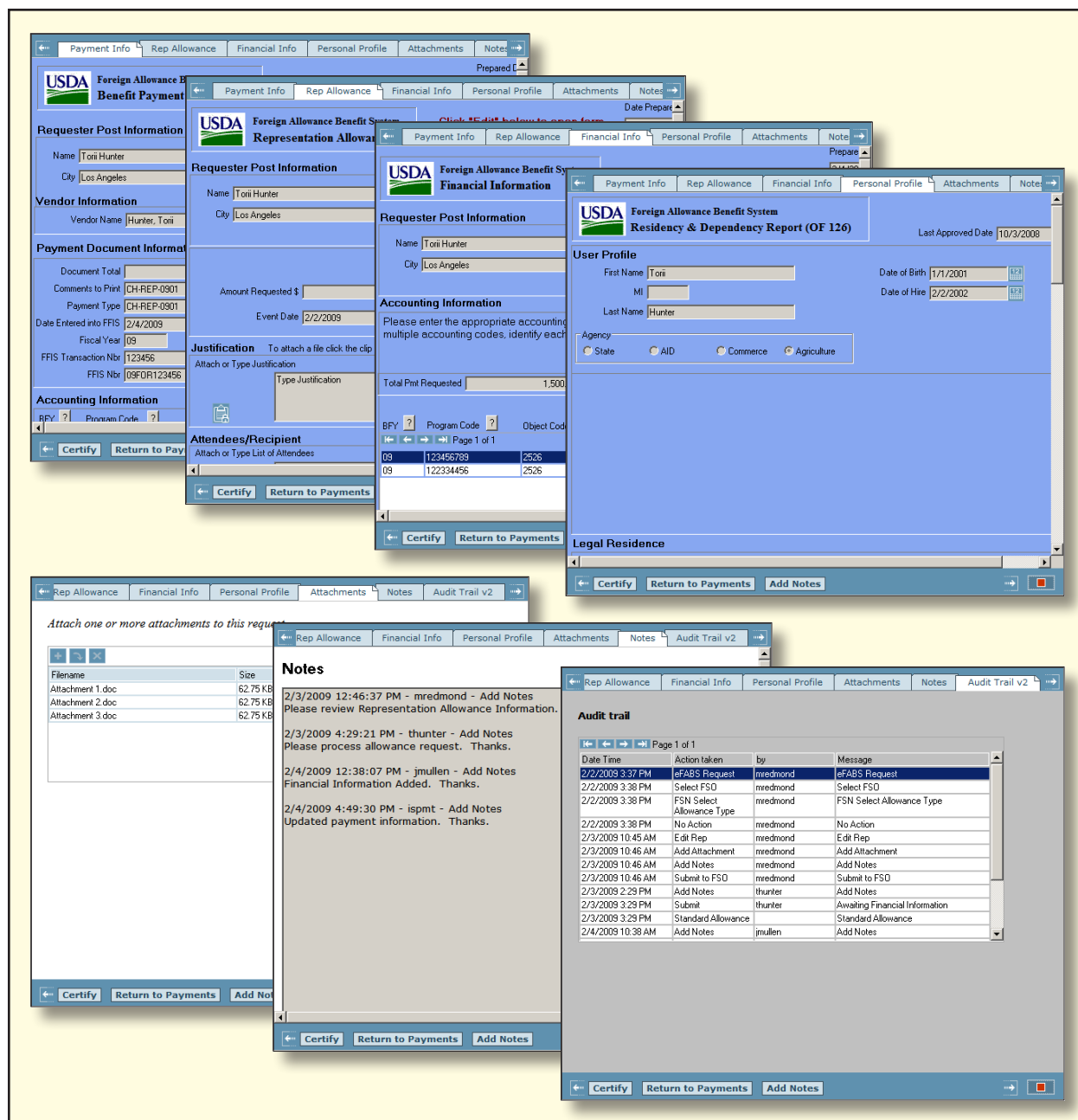
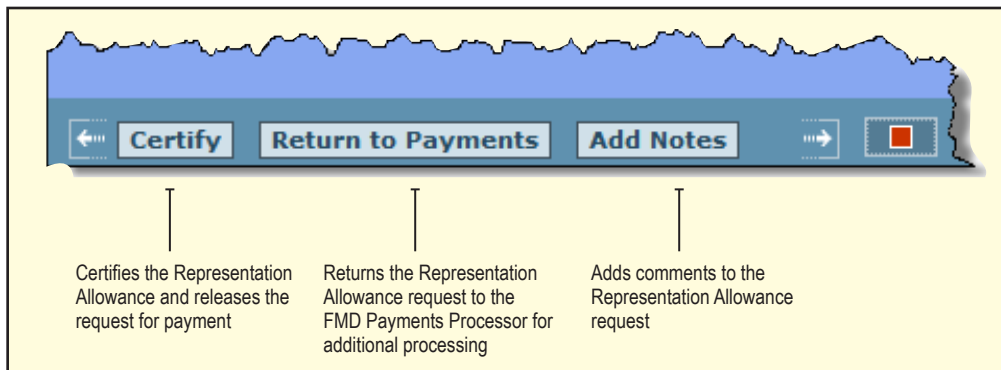


Figure 6.31: Certifying Officer's Representation Allowance Window Tab Views

4. Three processing options are located at the bottom of the *eFABS Representation Allowance* processing window (see Figure 6.32).



**Figure 6.32: Certifying Officer's Representation Allowance Processing Options**

5. If the Representation Allowance requires additional information from the FMD Payments Processor, click Return to Payments. When the Add Note window opens, add your comments and click the green submit arrow.
6. Prior to certifying the request, add any additional comments to the Representation Allowance request.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

7. After you review the request, click Certify. When the verification window opens, click the green submit arrow.
8. The Representation Allowance approval process is complete.

# Chapter 7

## Working with eFABS Post Allowances

.....

**T**his chapter provides detailed information about submitting and processing Post Allowance requests in eFABS. After the FSO submits a Post Allowance, the request is processed by the Budget Approver and Claims Authorizer. This chapter discusses how:

- FSOs complete and submit Post Allowance requests
- Budget Approvers review and process Post Allowance requests
- Claims Authorizers approve Post Allowance requests for recurring payments

### 7.1 Submitting an eFABS Post Allowance Request

Post Allowance requests can be initiated by an Assistant or FSO. If an Assistant completes a Post Allowance request for an FSO, the FSO must review the information and submit the request for payment processing. Section 7.1.1 provides Assistants with information about completing and submitting Post Allowances to FSOs for review. Section 7.1.2 contains two parts and provides FSOs with information about: 1) submitting Post Allowances completed by Assistants, and 2) completing and submitting their own Post Allowance requests.

#### 7.1.1 How Assistants Submit a Post Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 7.1).

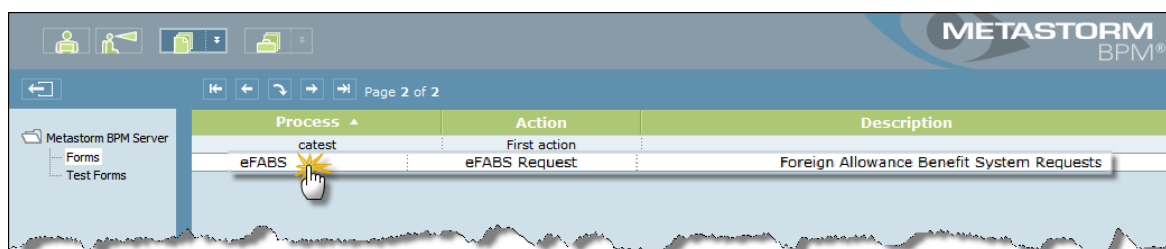


Figure 7.1: eFABS Processing Option in Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 7.2).

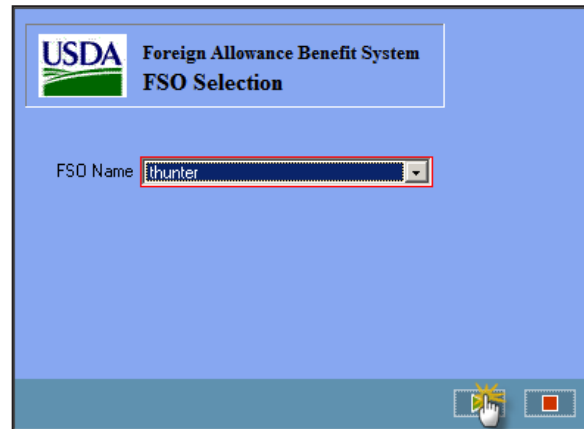
The screenshot shows the 'eFABS FSO Selection' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'FSO Selection' is displayed. Below this, there is a label 'FSO Name' followed by a dropdown menu. The dropdown menu is open, showing a list of FSO names, with 'thunter' selected. At the bottom right of the window, there is a green submit arrow button and a red square button.

Figure 7.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance and select Post Allowance from the claim request list (see Figure 7.3). Click the green submit arrow to open the *eFABS Post Allowance* processing window.

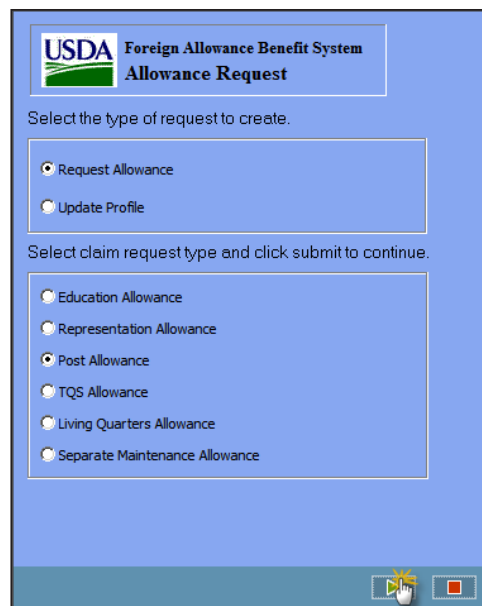
The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'Allowance Request' is displayed. Below this, there is a label 'Select the type of request to create.' followed by two radio buttons: 'Request Allowance' (which is selected) and 'Update Profile'. Below this, there is a label 'Select claim request type and click submit to continue.' followed by a list of radio buttons: 'Education Allowance', 'Representation Allowance', 'Post Allowance' (which is selected), 'TQS Allowance', 'Living Quarters Allowance', and 'Separate Maintenance Allowance'. At the bottom right of the window, there is a green submit arrow button and a red square button.

Figure 7.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS Post Allowance* processing window (see Figure 7.-4).



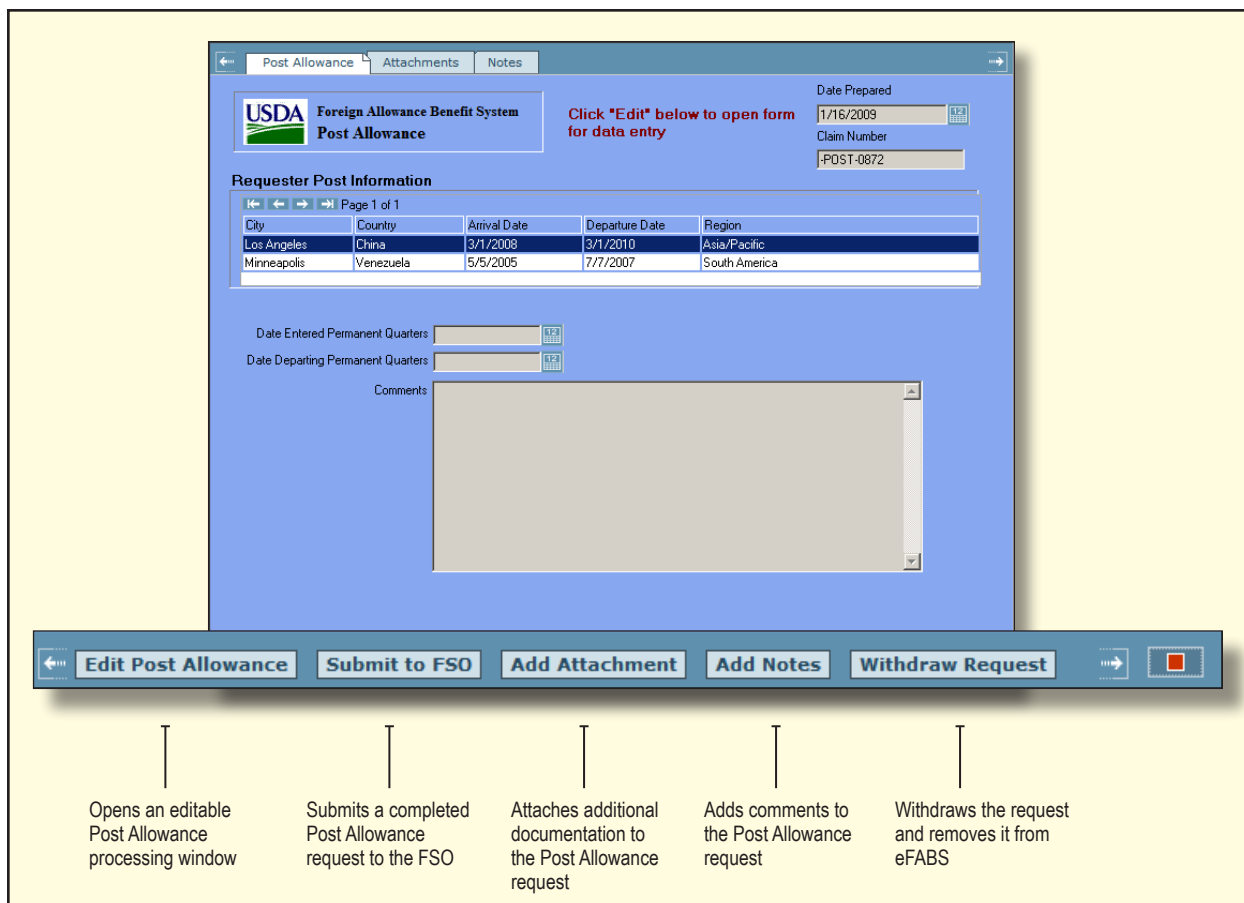


Figure 7.4: Assistant's eFABS Post Allowance Processing Options

- Click Edit Post Allowance to open an editable Post Allowance request. Verify the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 7.5).

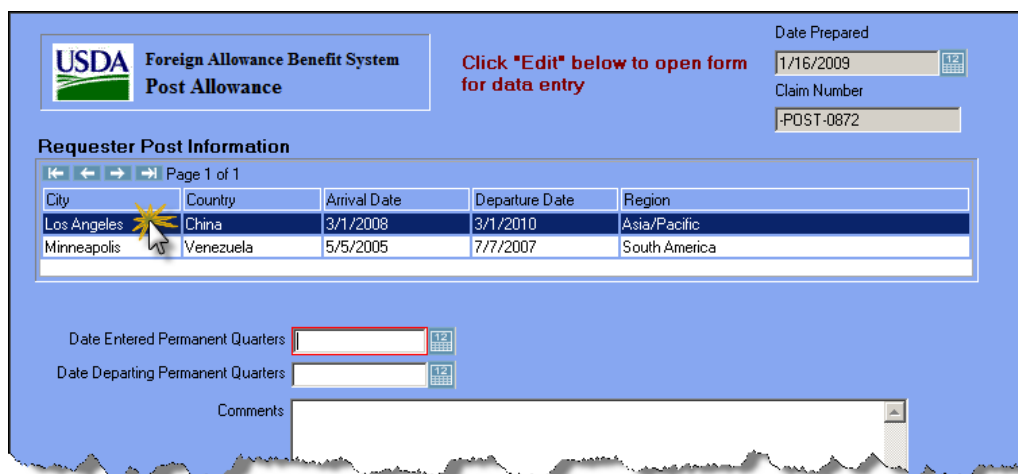


Figure 7.5: Selecting the Post Location

7. Enter the date the FSO entered permanent quarters and the anticipated date that the FSO will be leaving permanent quarters. Add any comments in the Comments section. Click the green submit arrow to return to the processing window (see Figure 7.6).

The screenshot shows the 'Foreign Allowance Benefit System Post Allowance' form. At the top left is the USDA logo. To its right is the text 'Click "Edit" below to open form for data entry'. On the top right, there are fields for 'Date Prepared' (1/16/2009) and 'Claim Number' (POST-0872). Below this is the 'Requester Post Information' section, which includes a table with the following data:

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Below the table, there are two date fields: 'Date Entered Permanent Quarters' (1/27/2009) and 'Date Departing Permanent Quarters' (1/26/2010). At the bottom, there is a 'Comments' section with a text area containing the text 'Completed Post Allowance Request for FSO.'.

Figure 7.6: Completed eFABS Post Allowance

8. Add any additional attachments or comments to the Post Allowance request.
- Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.
9. Once you have completed the Post Allowance, click Submit to FSO. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
  10. When the verification window opens, click Yes. The Post Allowance is sent to the FSO for review.

## 7.1.2 How FSOs Submit a Post Allowance Request

### *If your Assistant completes the Post Allowance request*

1. You will receive an email notifying you that your assistant has submitted a Post Allowance for your review. You can access the Post Allowance by clicking on the link in the email message or logging on to Metastorm BPM.

- After you login to Metastorm BPM, select your To Do List and click once on the Post Allowance request (see Figure 7.7). The *eFABS Post Allowance* processing window opens.

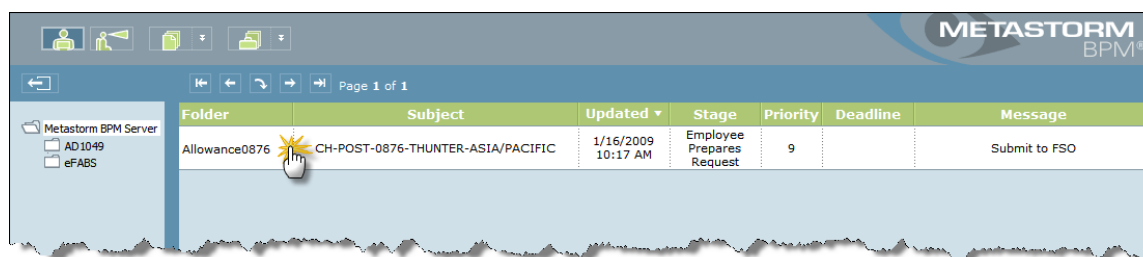



Figure 7.7: eFABS Post Allowance in FSO's To Do List

- The *eFABS Post Allowance* processing window has three tabs at the top of the window that allow you to view the Post Allowance, attachments, and notes (see Figure 7.8).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Post Allowance request.*

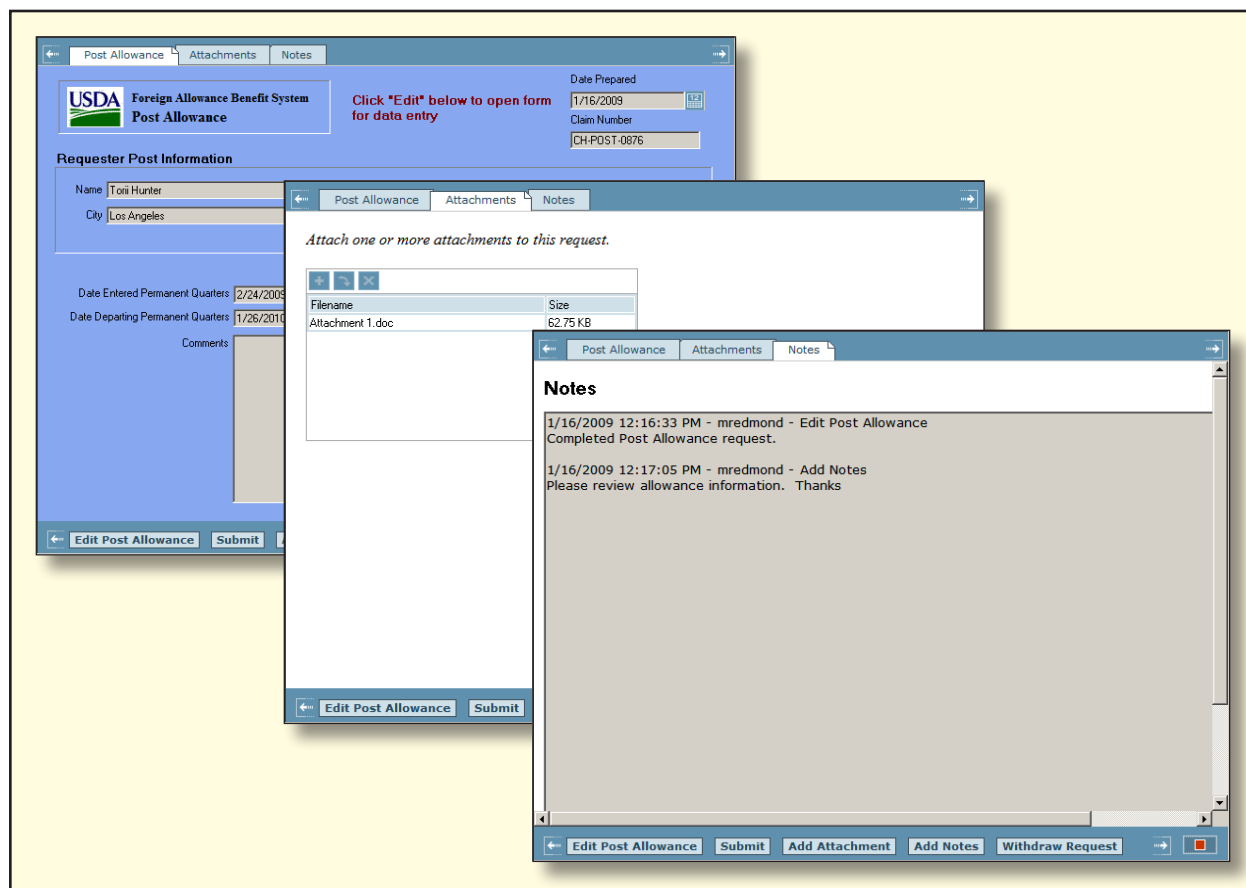
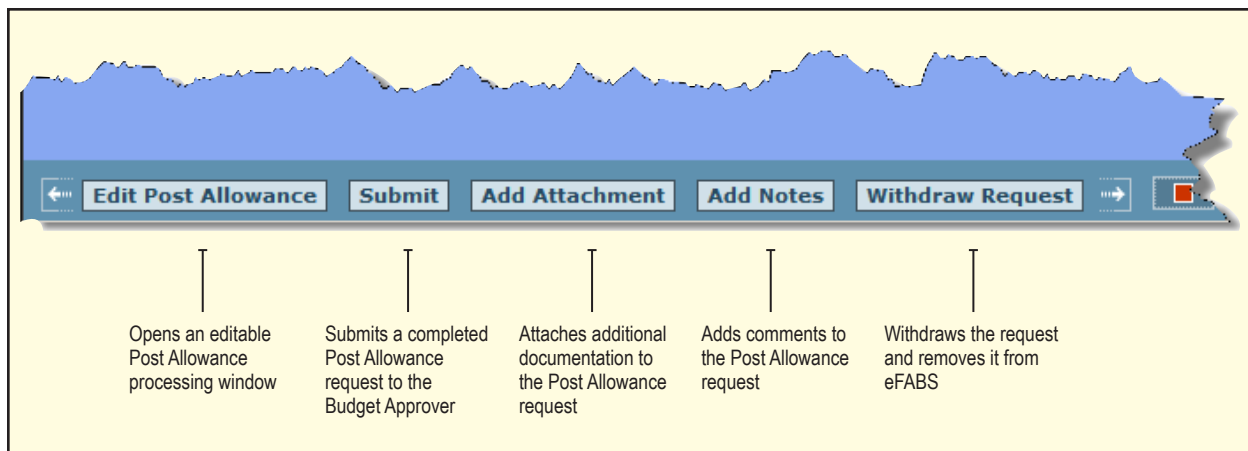



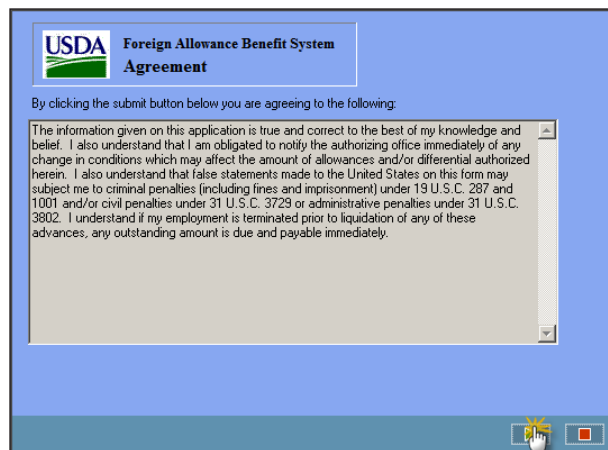
Figure 7.8: FSO's Post Allowance Window Tab Views

4. Five processing options are located at the bottom of the FSO's *eFABS Post Allowance* processing window (see Figure 7.9).



**Figure 7.9: FSO's Post Allowance Processing Options**

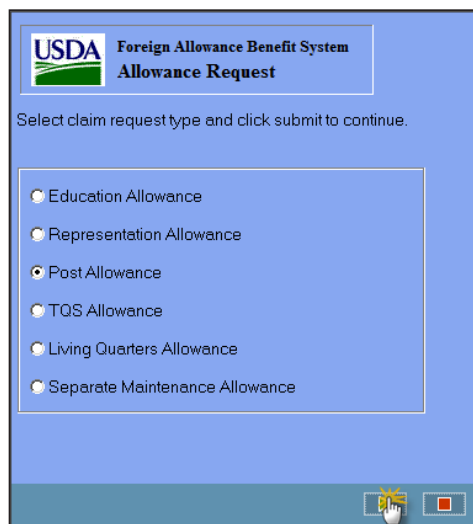
5. If you want to make any changes to the Post Allowance, click Edit Post Allowance, and update the information. Click the green submit arrow to return to the processing window.
  6. Add any additional attachments or comments to the Post Allowance request.
-  Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.
7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
  8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 7.10). The Post Allowance is sent to the FSO for review.



**Figure 7.10: eFABS Agreement Window**

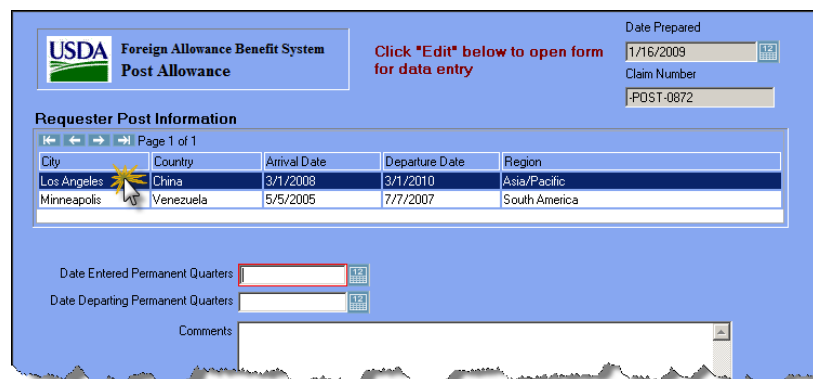
### ***If you complete and submit the Post Allowance request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 7.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select Post Allowance from the claim request list, and click the green submit arrow (see Figure 7.11). The *eFABS Post Allowance* processing window opens.



**Figure 7.11: eFABS Allowance Request Window**

4. Refer to Figure 7.9 for information about the five processing options located at the bottom of the FSO's *eFABS Post Allowance* processing window.
5. Click Edit Post Allowance to open an editable Post Allowance request. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 7.12).



City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

**Figure 7.12: Selecting the Post Location**

6. Enter the date that you entered permanent quarters and the anticipated date that you will be leaving permanent quarters. Add any comments in the Comments section, and click the green submit arrow to return to the processing window (see Figure 7.13).

The screenshot shows the 'Foreign Allowance Benefit System Post Allowance' form. At the top, it says 'Click \*Edit\* below to open form for data entry'. The 'Date Prepared' is 1/16/2009 and the 'Claim Number' is POST-0872. The 'Requester Post Information' section contains a table with the following data:

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Below the table, the 'Date Entered Permanent Quarters' is 1/27/2009 and the 'Date Departing Permanent Quarters' is 1/26/2010. The 'Comments' section contains the text: 'Completed Post Allowance Request for FSO.'

Figure 7.13: Completed eFABS Post Allowance

7. Add any additional attachments or comments to the Post Allowance request.
 

Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.
8. Once you have completed the Post Allowance, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
9. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (refer to Figure 7.10). The Post Allowance is sent to the Budget Approver for approval.

## 7.2 Approving an eFABS Post Allowance Request

After the FSO submits a Post Allowance request, the form passes through two levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the Post Allowance request and completes financial information
- Claims Authorizer – authorizes the Post Allowance and manages the recurring payment outside of eFABS

The following sections discuss the eFABS Post Allowance approval process in detail.

## 7.2.1 Budget Approver

1. When an FSO submits a Post Allowance, you will receive an email notifying you about the new request. You can access the Post Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Post Allowance request (see Figure 7.14). The *eFABS Post Allowance* processing window opens.

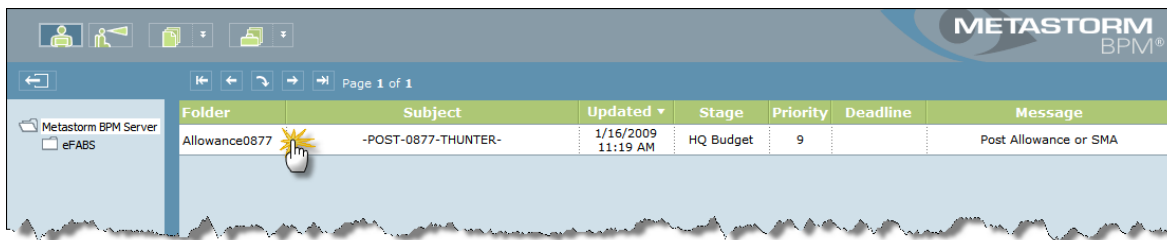


Figure 7.14: eFABS Post Allowance in Budget Approver's To Do List

3. The *eFABS Post Allowance* processing window has four tabs at the top of the window that allow you to view the Post Allowance, attachments, notes, and audit trail (see Figure 7.15).

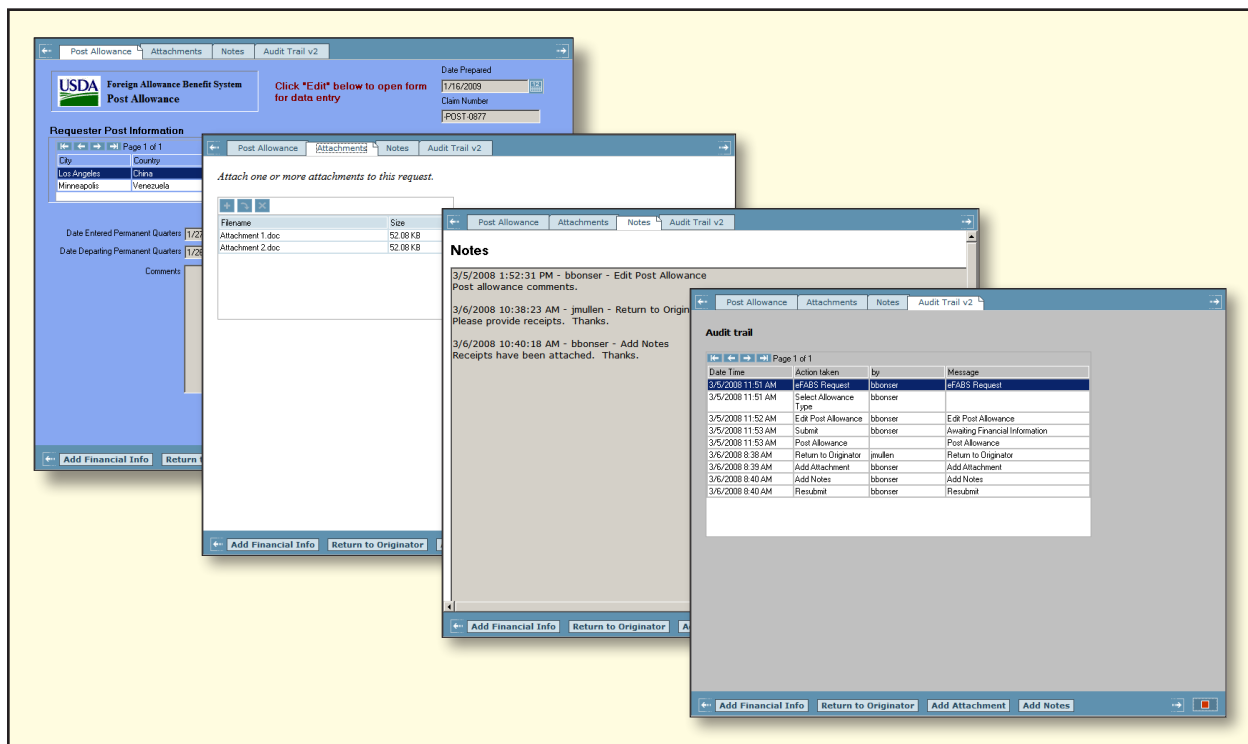

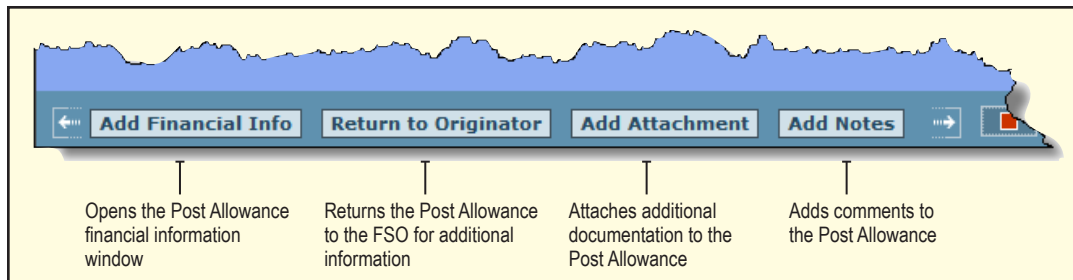


Figure 7.15: Budget Approver's Post Allowance Window Tab Views


 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Post Allowance request.*

4. Four processing options are located at the bottom of the *eFABS Post Allowance* processing window (see Figure 7.16).

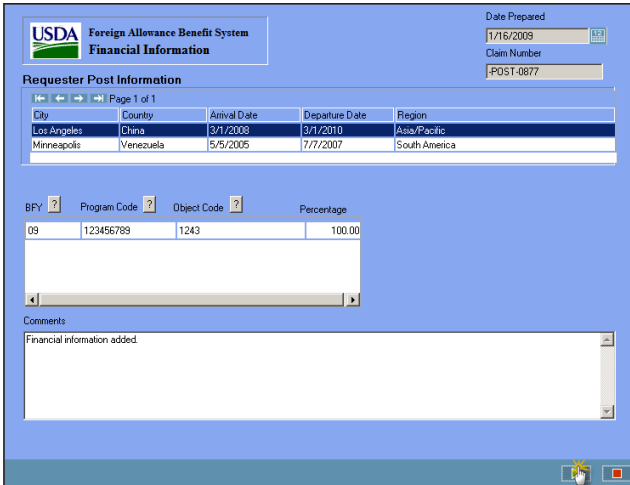


**Figure 7.16: Budget Approver's Post Allowance Processing Options**

5. Prior to entering the financial information, add any additional attachments or comments to the Post Allowance request.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

6. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and Post Allowance percentage. The object code automatically pre-fills based on the allowance type. Add any additional notes in the Comments section, and click the green submit arrow (see Figure 7.17). The Post Allowance is sent to the Claims Authorizer.



**USDA Foreign Allowance Benefit System Financial Information**

Date Prepared: 1/16/2009  
Claim Number: POST-0877

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

BFY: 09 Program Code: 123456789 Object Code: 1243 Percentage: 100.00

Comments: Financial information added.

**Figure 7.17: Completed eFABS Post Allowance Financial Information Window**



## 7.2.2 Claims Authorizer

1. When the Budget Approver submits a Post Allowance, you will receive an email notifying you about the new request. You can access the Post Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the Post Allowance request (see Figure 7.18). The *eFABS Post Allowance* processing window opens.

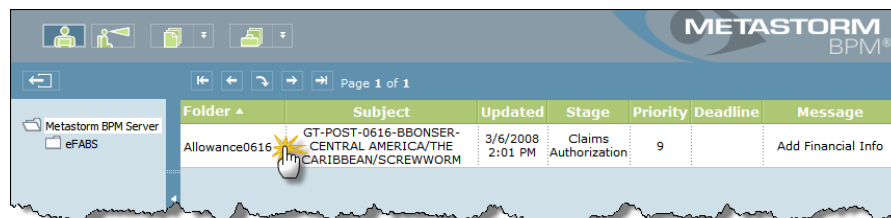


Figure 7.18: eFABS Post Allowance in Claims Authorizer's To Do List

3. The *eFABS Post Allowance* processing window has five tabs at the top of the window that allow you to view the Post Allowance, financial information, attachments, notes, and audit trail (see Figure 7.19).

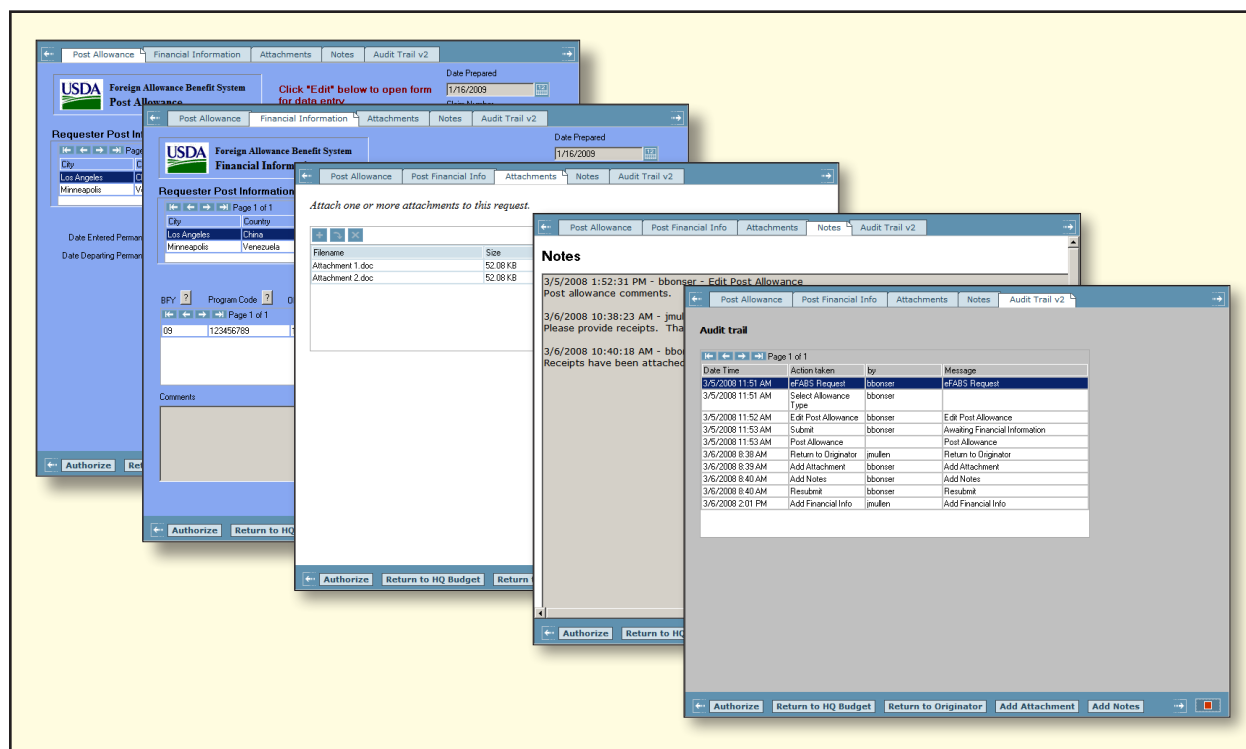

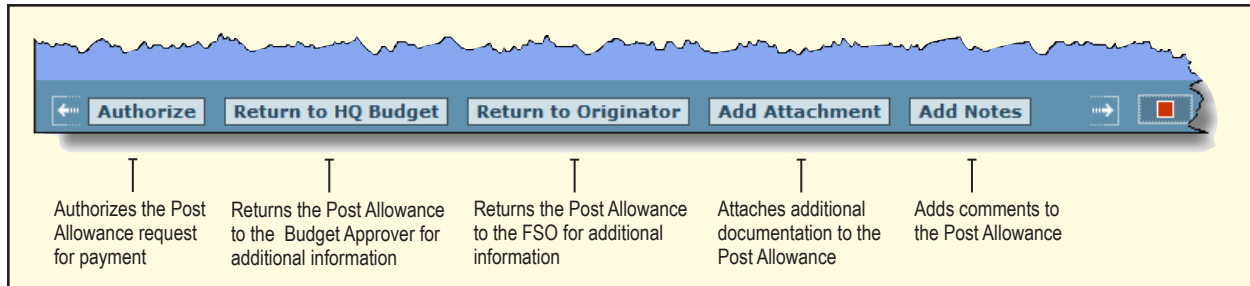


Figure 7.19: Claims Authorizer's Post Allowance Window Tab Views


 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the Post Allowance request.*

4. Five processing options are located at the bottom of the *eFABS Post Allowance* processing window (see Figure 7.20).



**Figure 7.20: Claims Authorizer's Post Allowance Processing Options**

5. If the Post Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. You can return the Post Allowance to the Budget Approver by clicking Return to Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional attachments or comments to the Post Allowance.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

8. After you review the request, click Authorize. When the verification window opens, click Yes.
9. The Post Allowance approval process is complete.

# Chapter 8

## Working with eFABS Temporary Quarters and Subsistence Allowances

**T**his chapter provides detailed information about submitting and processing Temporary Quarters and Subsistence (TQS) Allowance requests in eFABS. After the FSO submits a TQS Allowance, the request passes through four levels of processing via eFABS. These processing levels include Budget Approver, Claims Authorizer, FMD Payments Processor, and Certifying Officer. This chapter discusses how:

- FSOs complete and submit TQS Allowance requests
- Budget Approvers review and process TQS Allowance requests
- Claims Authorizers approve TQS Allowance requests
- FMD Payments Processors process the payment information
- Certifying Officers certify the TQS Allowance payment

### 8.1 Submitting an eFABS TQS Allowance Request

TQS Allowance requests can be initiated by an Assistant or FSO. If an Assistant completes a TQS Allowance request for an FSO, the FSO must review the information and submit the request for payment processing. Section 8.1.1 provides Assistants with information about completing and submitting TQS Allowances to FSOs for review. Section 8.1.2 contains two parts and provides FSOs with information about: 1) submitting TQS Allowances completed by Assistants, and 2) completing and submitting their own TQS Allowance requests.

#### 8.1.1 How Assistants Submit a TQS Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 8.1).

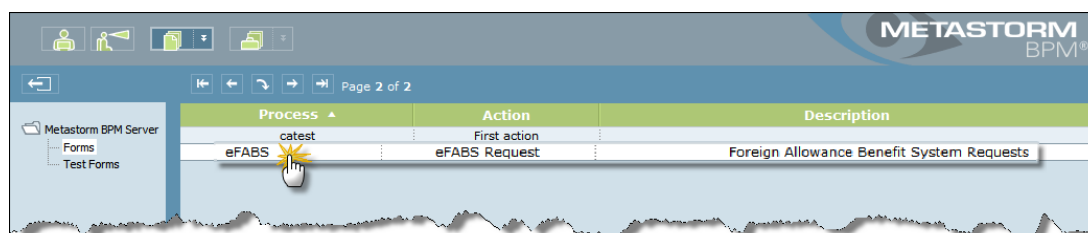


Figure 8.1: eFABS Processing Option in the Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 8.2).

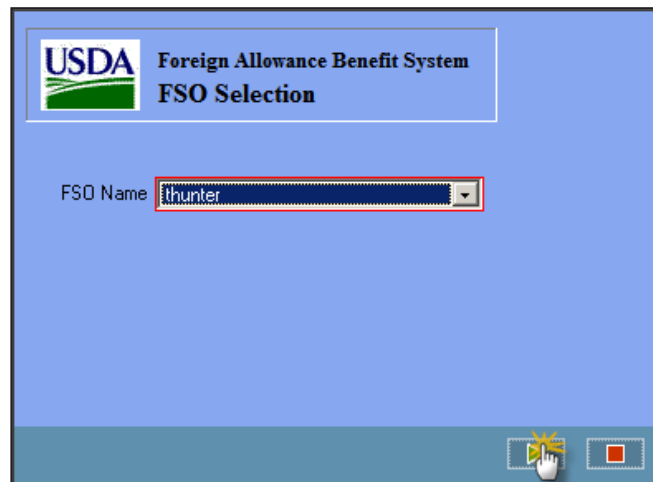
The screenshot shows the 'eFABS FSO Selection' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'FSO Selection' is displayed. Below this, there is a label 'FSO Name' followed by a dropdown menu. The dropdown menu is open, showing a list of names, with 'thunter' selected and highlighted. At the bottom right of the window, there is a green arrow icon with a hand cursor over it, and a red square icon.

Figure 8.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance, select TQS Allowance from the claim request list, and click the green submit arrow (see Figure 8.3). The *eFABS TQS Allowance* processing window opens.

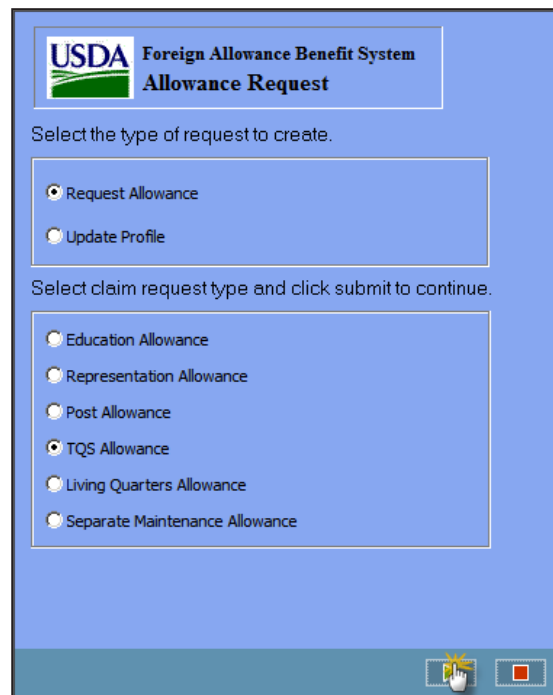
The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text 'Foreign Allowance Benefit System' and 'Allowance Request' is displayed. Below this, there is a label 'Select the type of request to create.' followed by two radio button options: 'Request Allowance' (which is selected) and 'Update Profile'. Below these options, there is a label 'Select claim request type and click submit to continue.' followed by a list of radio button options: 'Education Allowance', 'Representation Allowance', 'Post Allowance', 'TQS Allowance' (which is selected), 'Living Quarters Allowance', and 'Separate Maintenance Allowance'. At the bottom right of the window, there is a green arrow icon with a hand cursor over it, and a red square icon.

Figure 8.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS TQS Allowance* processing window (see Figure 8.4).

The screenshot shows the 'Assistant's eFABS TQS Allowance' processing window. At the top, there are tabs for 'TQS Allowance', 'Attachments', and 'Notes'. The main header includes the USDA logo, 'Foreign Allowance Benefit System', and 'TQS Allowance'. A red text prompt says 'Click "Edit" below to open form for data entry'. On the right, there are fields for 'Date Prepared' (1/16/2009), 'Claim Number' (-TQS-0878), and a 'Page 1 of 1' indicator.

The 'Requester Post Information' section contains a table with columns: City, Country, Arrival Date, Departure Date, and Region.

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Below this is the 'Members of Family Included in TQSA' section, which includes a table with columns: Included?, Name, and DOB.

Included?	Name	DOB
N	Tori Hunter	01/01/2001
N	Tori Jr Hunter	10/01/2008

The bottom section of the window lists various allowance categories, each with an 'Amount Claimed' field set to 0.00:

- Predeparture
- If extension was approved
- 1st 30 Days
- 2nd 30 Days
- 3rd 30 Days
- If extension was approved
- Lodging Receipts
- Miscellaneous Expense (Without Family = \$500, With Family = \$1,000)
- Lease Penalty
- Total Amount Claimed

At the bottom of the window, there are five buttons: 'Edit TQS Allowance', 'Submit to FSO', 'Add Attachment', 'Add Notes', and 'Withdraw Request'. Arrows point from these buttons to the following descriptions:

- Opens an editable TQSA processing window
- Submits a completed TQSA request to the FSO
- Attaches additional documentation to the TQSA request
- Adds comments to the TQSA request
- Withdraws the TQSA and removes the request from eFABS

**Figure 8.4: Assistant's eFABS TQS Allowance Processing Options**

6. Click Edit TQS Allowance to open an editable TQS Allowance window. Verify the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 8.5).

**USDA Foreign Allowance Benefit System TQS Allowance**

Click "Edit" below to open form for data entry

Date Prepared: 2/25/2009  
Claim Number: TQS-0954

**Requester Post Information**

Page 1 of 1

City	Country	Arrival Date	Departure Date	Region
Beijing	China	2/28/2011	2/28/2012	Asia/Pacific
Berlin	Germany	2/28/2009	2/28/2010	Europe/Africa/Russia/Near East

Members of Family Included in TQSA

Page 1 of 1

Included: N

**Figure 8.5: Selecting the Post Location**

- In the Family Members section, click once on a family member's name to change the Included designation from no (N) to yes (Y) (see Figure 8.6).

**Members of Family Included in TQSA**

Page 1 of 1

Included?	Name	DOB
N	Bobby Cuddyer	07/14/2000
N	Mary Cuddyer	08/26/1971
N	Michael Cuddyer	08/26/1971

→

**Members of Family Included in TQSA**

Page 1 of 1

Included?	Name	DOB
Y	Bobby Cuddyer	07/14/2000
N	Mary Cuddyer	08/26/1971
N	Michael Cuddyer	08/26/1971

**Figure 8.6: Changing the Included Designation from No to Yes for Family Members**

- To add expense information, click the action button located next to the TQS Allowance expense that you want to enter (see Figure 8.7).

**Expense Information Action Button**

Predeparture	Amount Claimed
If extension was approved	620.00
1st 30 Days	1,610.00
2nd 30 Days	0.00
3rd 30 Days	0.00
If extension was approved	0.00

**Figure 8.7: Expense Information Action Button**

- When the editable expense window opens, select a date from the popup calendar, and enter the dollar amounts for lodging expenses and meals and incidental expenses (M&IE) (see Figure 8.8).
- You must enter the M&IE for each date claimed on the TQS Allowance. To add additional lines of expense data, click inside any cell in the display grid and press the Insert <Insert> key. The date automatically pre-fills in chronological order and the lodging expense pre-fills with the same amount from the previous entry (refer to Figure 8.8). You can edit any field if necessary.

Date	Lodging Expenses	M & IE	Total
1/27/2009	400.00	300.00	700.00
1/28/2009	400.00	50.00	450.00
1/29/2009	400.00	250.00	650.00

Total: 1,800.00

Figure 8.8: eFABS TQS Allowance Editable Expense Window

To remove a row of data, click inside any cell in the row you are deleting, and press the Control <Ctrl> and Delete <Delete> keys simultaneously.

11. After you enter all of the expense information, click the green submit arrow.
12. When you return to the editable TQS Allowance window, choose the action button for any additional expense information and complete the expense window information. You can add authorization documents or lodging receipts by clicking on the clipboard icon and navigating to the appropriate documents on your hard drive.

Only one document can be attached using the clipboard icon. If you have multiple documents, use the Add Attachments option at the bottom of the TQS Allowance processing window.

13. Enter miscellaneous expense or lease penalty amounts, and click the green submit arrow.
14. When you return to the eFABS TQS Allowance processing window, add any additional attachments or comments to the request.

Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

15. After you complete the TQS Allowance, click Submit to FSO. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
16. When the verification window opens, click Yes. The TQS Allowance is sent to the FSO for review.

## 8.1.2 How FSOs Submit a TQS Allowance Request

### *If your Assistant completes the TQS Allowance request*

1. You will receive an email notifying you that your assistant has submitted a TQS Allowance for your review. You can access the TQS Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the TQS Allowance request (see Figure 8.9) to open the *eFABS TQS Allowance* processing window.

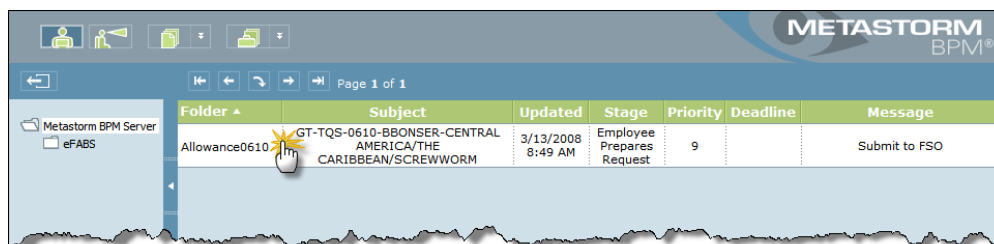



Figure 8.9: TQS Allowance Request in FSO's To Do List

3. The *eFABS TQS Allowance* processing window has three tabs at the top of the window that allow you to view the TQS Allowance, attachments, and notes (see Figure 8.10).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the TQS Allowance request.*

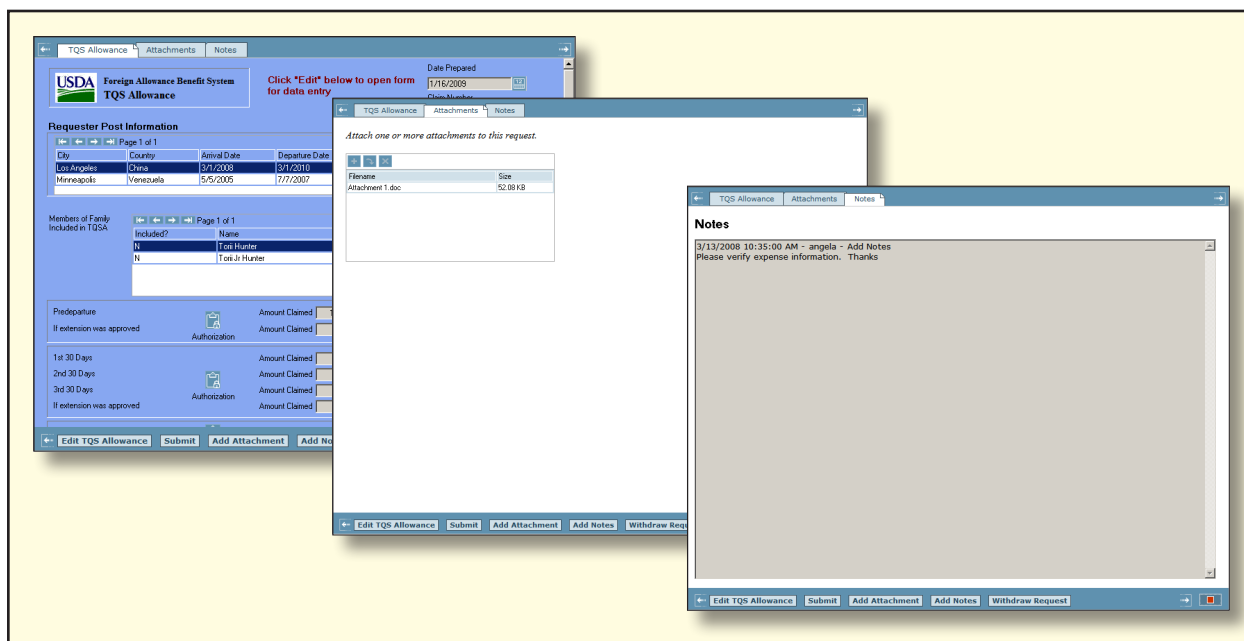
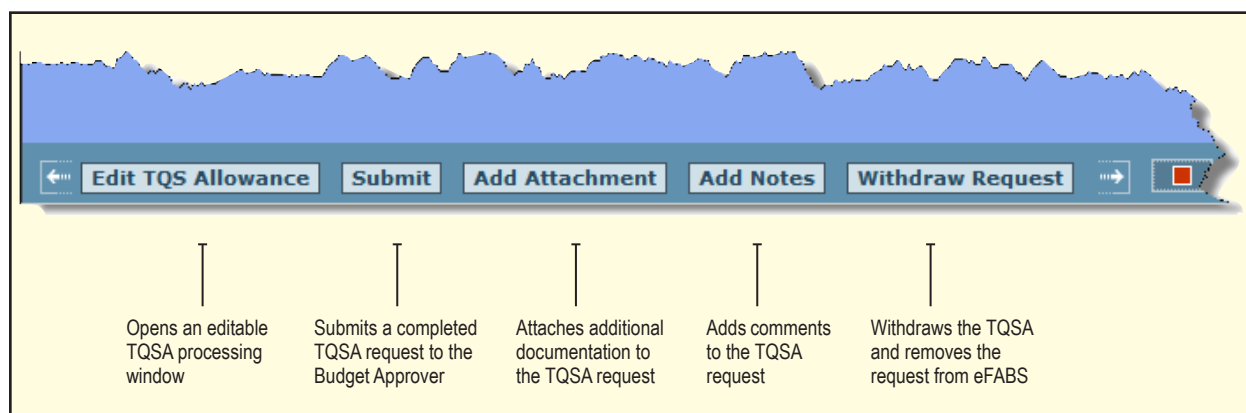


Figure 8.10: FSO's TQS Allowance Window Tab Views




4. Five processing options are located at the bottom of the *eFABS TQS Allowance* processing window (see Figure 8.11)

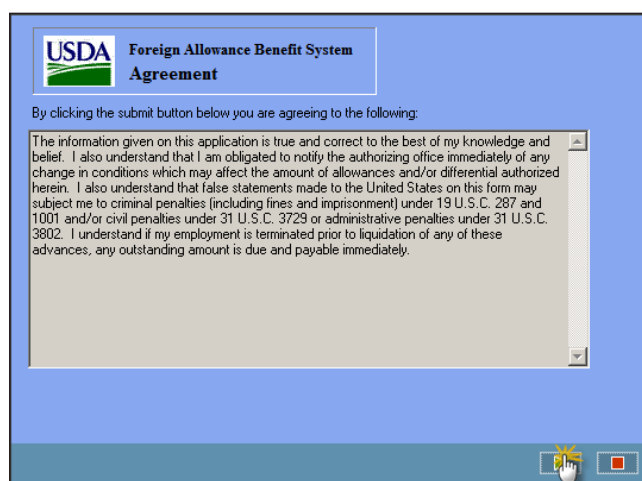


**Figure 8.11: FSO's eFABS TQS Allowance Processing Options**

5. If you want to make any changes to the TQS Allowance, click Edit TQS Allowance, update the information, and click the green submit arrow.
6. Add any additional attachments or comments to the TQS Allowance request.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

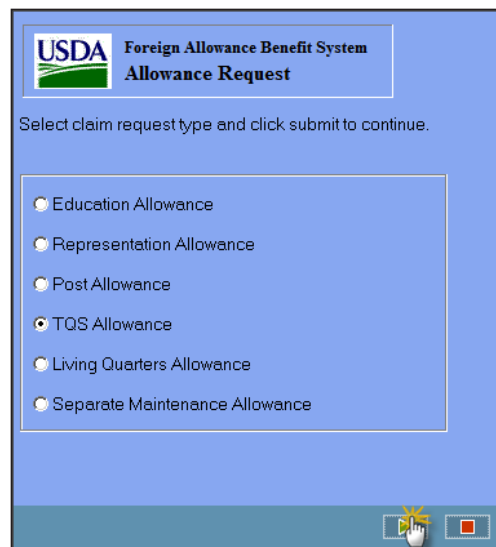
7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 8.12). The TQS Allowance is sent to the Budget Approver for approval.



**Figure 8.12: eFABS Agreement Window**

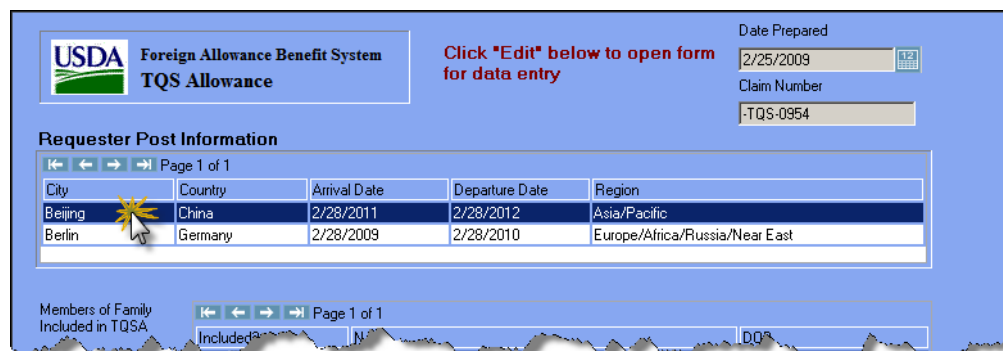
### ***If you complete and submit the TQS Allowance request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 8.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select TQS Allowance from the claim request list, and click the green submit arrow (see Figure 8.13). The *eFABS TQS Allowance* processing window opens.



**Figure 8.13: eFABS Allowance Request Window**

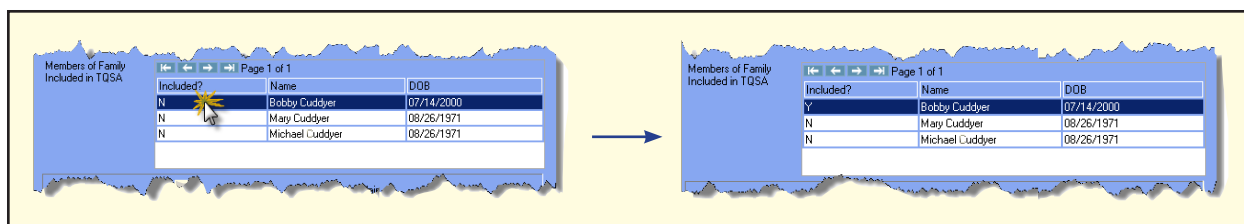
4. Refer to Figure 8.11 for information about the five processing options located at the bottom of the *eFABS TQS Allowance* processing window.
5. Click Edit TQS Allowance to open an editable TQS Allowance window. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 8.14).



City	Country	Arrival Date	Departure Date	Region
Beijing	China	2/28/2011	2/28/2012	Asia/Pacific
Berlin	Germany	2/28/2009	2/28/2010	Europe/Africa/Russia/Near East

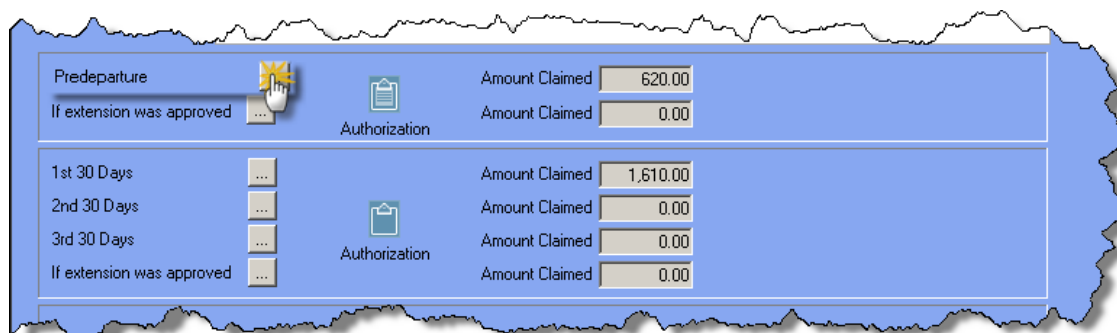
**Figure 8.14: Selecting the Post Location**

6. In the Family Members section, click once on a family member's name to change the Included designation from no (N) to yes (Y) (see Figure 8.15).




**Figure 8.15: Changing the Included Designation from No to Yes for Family Members**

7. To add expense information, click the action button located next to the TQS Allowance expense that you want to enter (see Figure 8.16).



**Figure 8.16: Expense Information Action Button**

8. When the editable expense window opens, select a date from the popup calendar, and enter the dollar amounts for lodging expenses and meals and incidental expenses (M&IE) (see Figure 8.17).
9. You must enter the M&IE for each date claimed on the TQS Allowance. To add additional lines of expense data, click inside any cell in the display grid and press the Insert <Insert> key. The date automatically pre-fills in chronological order and the lodging expense pre-fills with the same amount from the previous entry (refer to Figure 8.17). You can edit any field if necessary.


 To remove a row of data, click inside any cell in the row you are deleting, and press the Control <Ctrl> and Delete <Delete> keys simultaneously.

Date	Lodging Expenses	M & IE	Total
1/27/2009	400.00	300.00	700.00
1/28/2009	400.00	50.00	450.00
1/29/2009	400.00	250.00	650.00


Total: 1,800.00

**Figure 8.17: eFABS TQS Allowance Editable Expense Window**

10. After you enter all of the expense information, click the green submit arrow.
11. When you return to the editable TQS Allowance window, choose the action button for any additional expense information and complete the expense window information. You can add authorization documents or lodging receipts by clicking on the clipboard icon and navigating to the appropriate documents on your hard drive.

 *Only one document can be attached using the clipboard icon. If you have multiple documents, use the Add Attachments option at the bottom of the TQS Allowance processing window.*

12. Enter miscellaneous expense or lease penalty amounts and click the green submit arrow.
13. When you return to the *eFABS TQS Allowance* processing window, add any additional attachments or comments to the request.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

14. After you complete the TQS Allowance, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
15. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (refer to Figure 8.12). The TQS Allowance is sent to the Budget Approver for approval.

## 8.2 Approving an eFABS TQS Allowance Request

After the FSO submits a TQS Allowance request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the TQS Allowance request and completes financial information
- Claims Authorizer – authorizes the TQS Allowance request
- FMD Payments Processor - enters data from approved TQS Allowance into FFIS
- Certifying Officer – verifies the information from the TQS Allowance request matches the data entered into FFIS and releases the request for payment

The following sections discuss the TQS Allowance approval process in detail.

### 8.2.1 Budget Approver

1. When an FSO submits a TQS Allowance, you will receive an email notifying you about the new request. You can access the TQS Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the TQS Allowance request (see Figure 8.18). The *eFABS TQS Allowance* processing window.

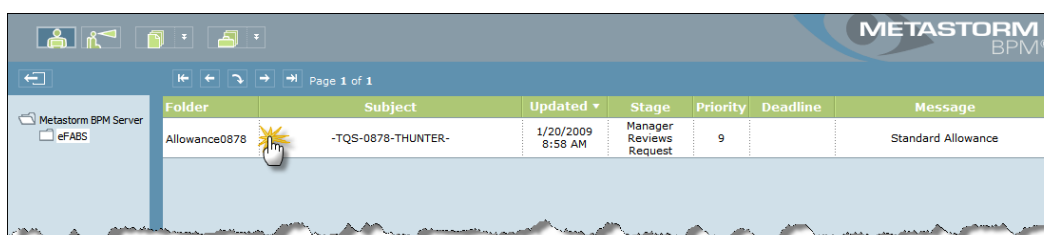



Figure 8.18: eFABS TQS Allowance in Budget Approver's To Do List

3. The *eFABS TQS Allowance* processing window has four tabs at the top of the window that allow you to view the TQS Allowance, attachments, notes, and audit trail (see Figure 8.19).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the TQS Allowance request.*

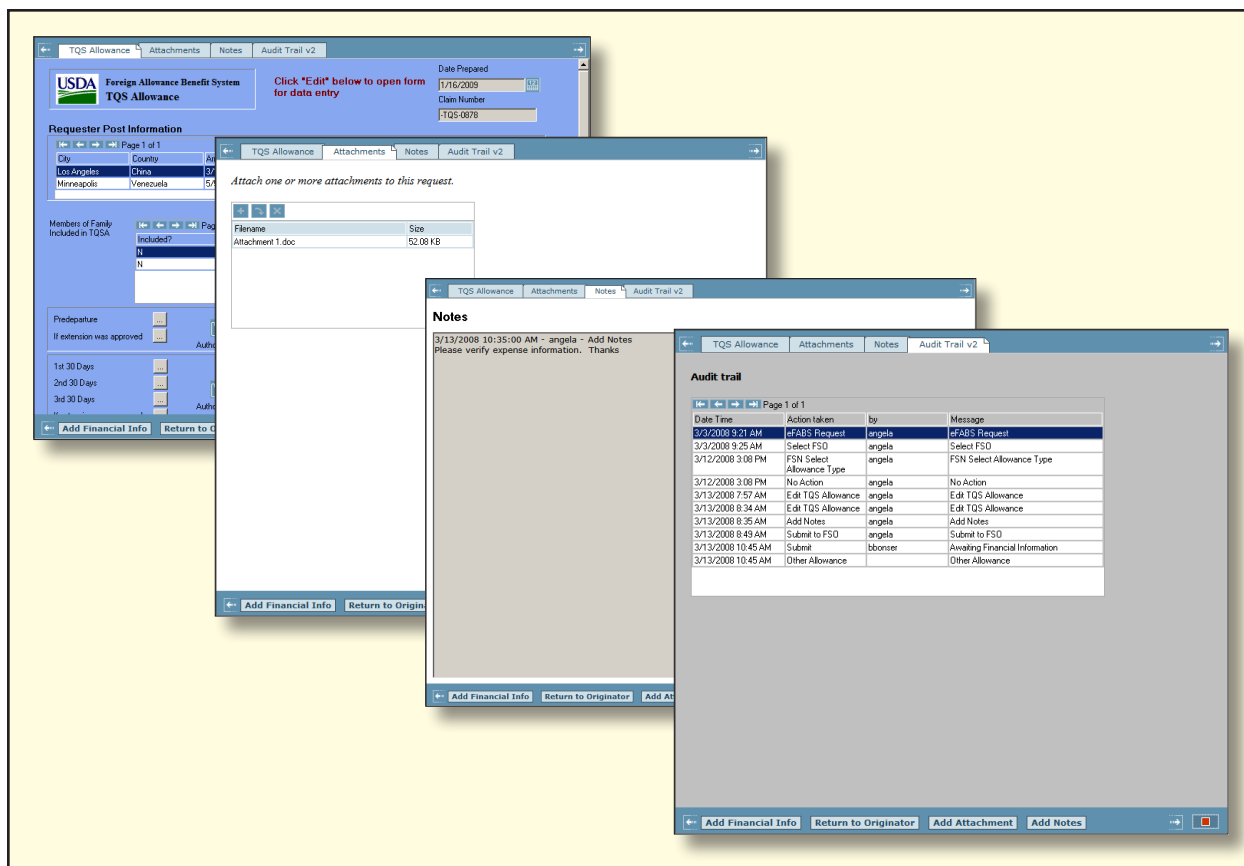


Figure 8.19: Budget Approver's TQS Allowance Window Tab Views

- Four processing options are located at the bottom of the *eFABS TQS Allowance* processing window (see Figure 8.20).

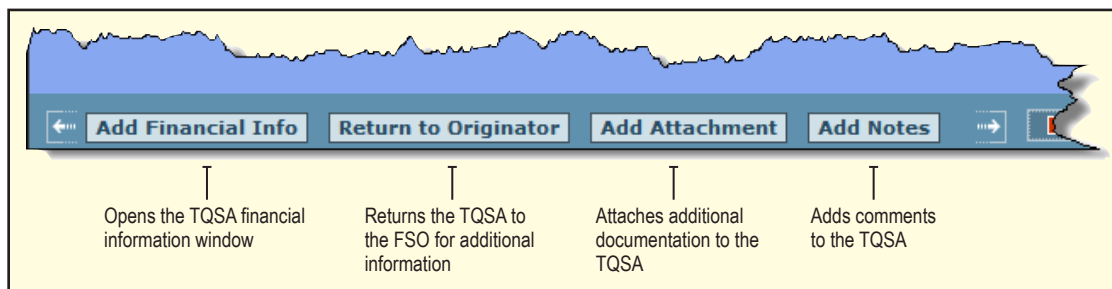

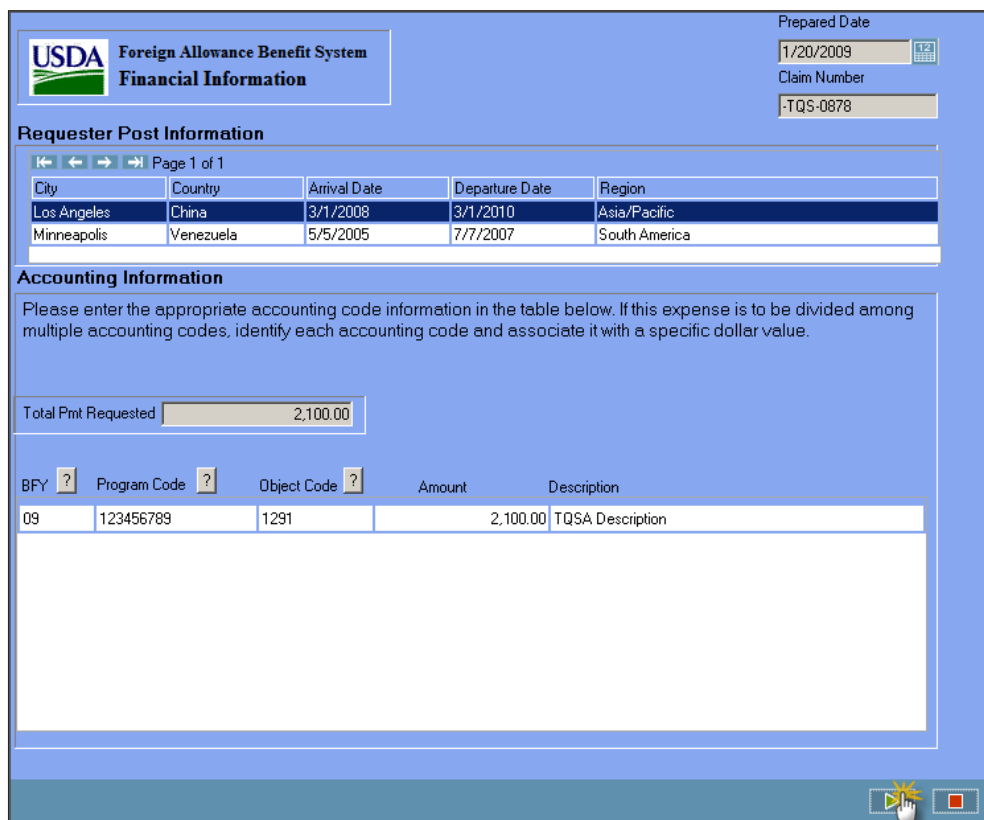


Figure 8.20: Budget Approver's TQS Allowance Processing Options

5. If the TQS Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. Prior to entering the financial information, add any additional attachments or comments to the TQS Allowance request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

7. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and the amount of the TQS Allowance request. Enter a description in the Description field; click the green submit arrow (see Figure 8.21).



**USDA Foreign Allowance Benefit System Financial Information**

Prepared Date: 1/20/2009  
Claim Number: TQS-0878

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

**Accounting Information**

Please enter the appropriate accounting code information in the table below. If this expense is to be divided among multiple accounting codes, identify each accounting code and associate it with a specific dollar value.

Total Pmt Requested: 2,100.00

BFY	Program Code	Object Code	Amount	Description
09	123456789	1291	2,100.00	TQSA Description

Figure 8.21: eFABS Financial Information Window

8. When the payment authorization window opens, read the agreement and click OK (see Figure 8.22).

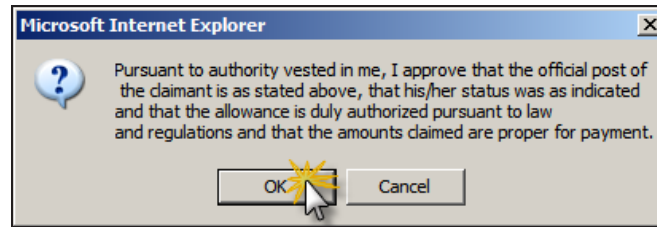


Figure 8.22: eFABS Payment Authorization Window

9. The TQS Allowance is sent to the Claims Authorizer.

## 8.2.2 Claims Authorizer

1. When the Budget Approver submits a TQS Allowance, you will receive an email notifying you about the new request. You can access the TQS Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the TQS Allowance request (see Figure 8.23). The *eFABS TQS Allowance* processing window opens.

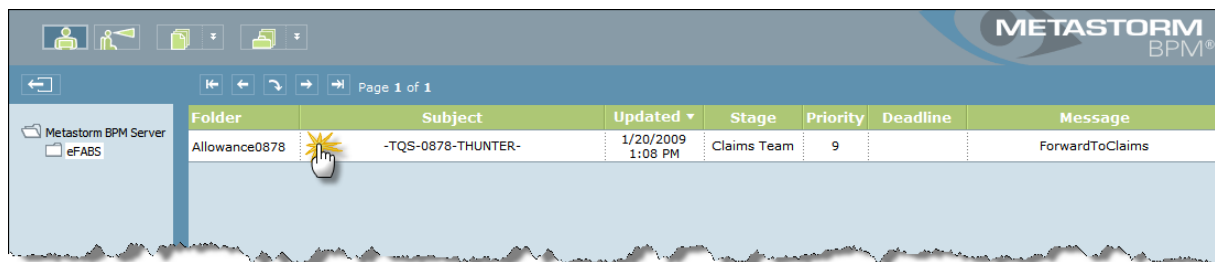



Figure 8.23: eFABS TQS Allowance in Claims Authorizer's To Do List

3. The *eFABS TQS Allowance* processing window has six tabs at the top of the window that allow you to view the TQS Allowance, financial information, personal profile, attachments, notes, and audit trail (see Figure 8.24).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the TQS Allowance request.*



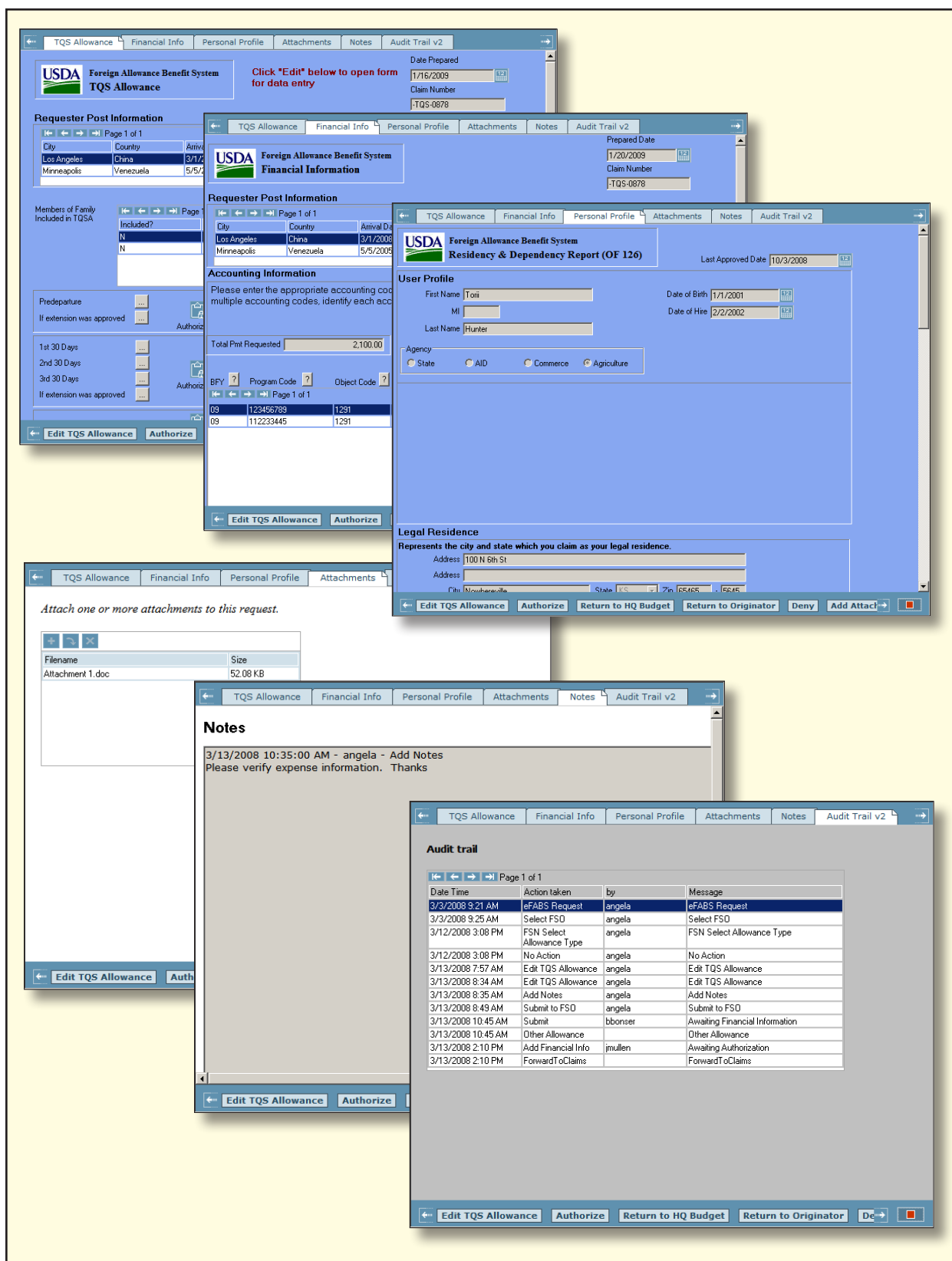
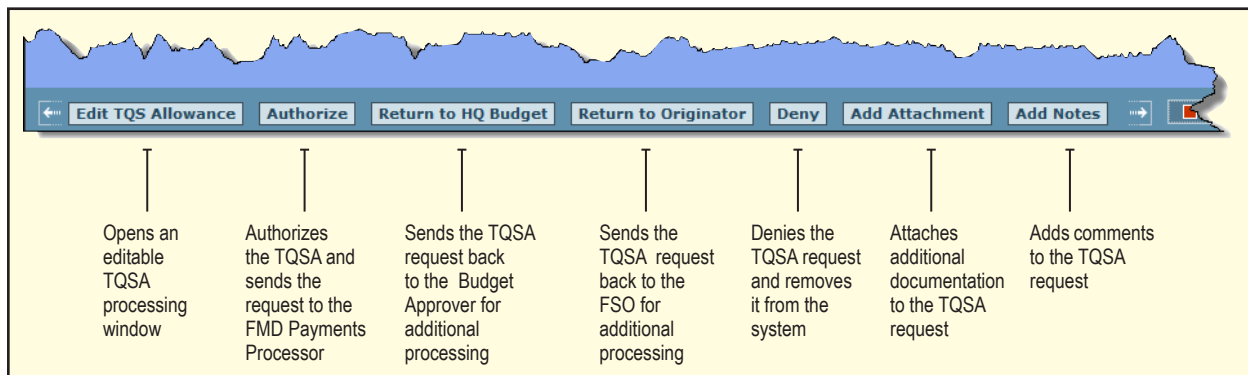


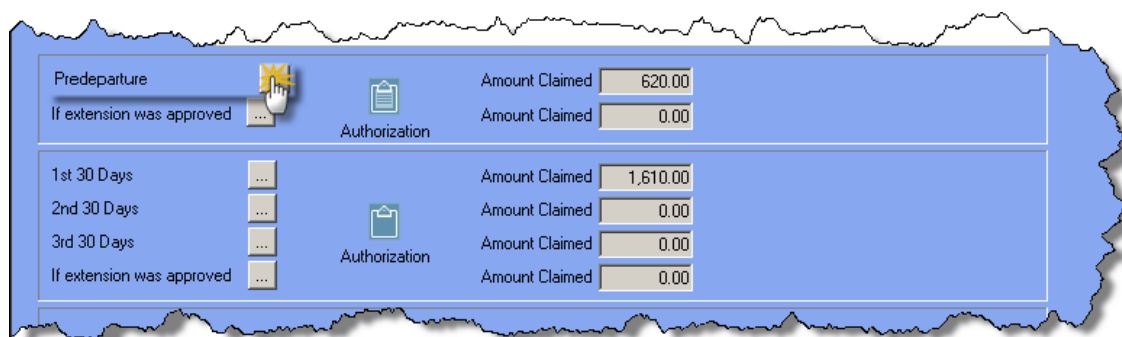
Figure 8.24: Claims Authorizer's TQS Allowance Window Tab Views

4. Seven processing options are located at the bottom of the *eFABS TQS Allowance* processing window (see Figure 8.25).




**Figure 8.25: Claims Authorizer's TQS Allowance Processing Options**

5. If the TQS Allowance requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments and click the green submit arrow. The request is returned to the FSO.
6. You can return the TQS Allowance to the Budget Approver by clicking Return to Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. To make any changes to the TQS Allowance, click Edit TQS Allowance. When the editable *eFABS TQS Allowance* window opens, click the action button located next to the TQSA expense that you want to edit (see Figure 8.26). Edit the expense information and click the green submit arrow.



**Figure 8.26: TQS Allowance Expense Action Button**

8. Prior to authorizing the request, add any additional attachments or comments to the TQS Allowance request.

 Refer to Section 2.5 for information about adding attachments and comments to *eFABS* allowances.

9. After you review the request, click Authorize. When the *eFABS Claims Authorization* window opens, enter the amount of the TQS Allowance in the Cost field and select “A” from the dropdown menu to approve the request. Click the green submit arrow (see Figure 8.27).

**USDA Foreign Allowance Benefit System Claims Authorization**

**Expenses**

Category	Subcategory	Date of Service	Cost	Flag
TQS Allowance	Total TQS Allowance	1/16/2009	2,100.00	A

**Accounting information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	1291	2,100.00	TQSA Description

Figure 8.27: eFABS Payment Authorization Window

10. When the payment authorization window opens, read the agreement and click OK (see Figure 8.28). The TQS Allowance is sent to the FMD Payments Processor.

**Microsoft Internet Explorer**

Pursuant to authority vested in me, I approve that the official post of the claimant is as stated above, that his/her status was as indicated and that the allowance is duly authorized pursuant to law and regulations and that the amounts claimed are proper for payment.

OK Cancel

Figure 8.28: eFABS Payment Authorization Window

## 8.2.3 FMD Payments Processor

1. When the Claims Authorizer submits a TQS Allowance, you will receive an email notifying you about the new request. You can access the TQS Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the TQS Allowance request (see Figure 8.29). The *eFABS TQS Allowance* processing window opens.

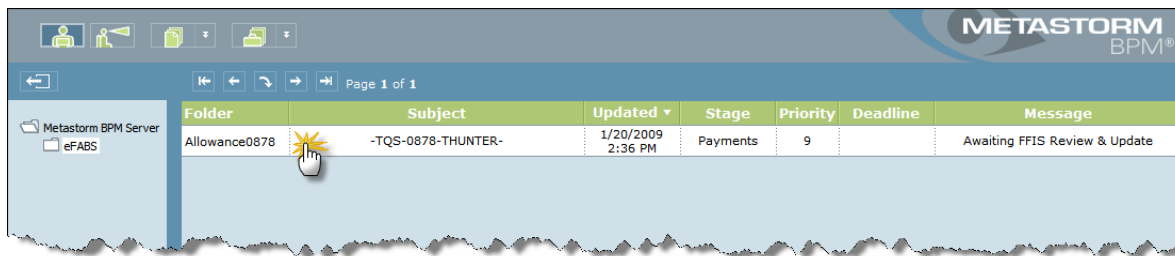



Figure 8.29: eFABS TQS Allowance in FMD Payments Processor's To Do List

3. The *eFABS TQS Allowance* processing window has five tabs at the top of the window that allow you to view the payment information, TQS Allowance, attachments, notes, and audit trail (see Figure 8.30).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the TQS Allowance request.*

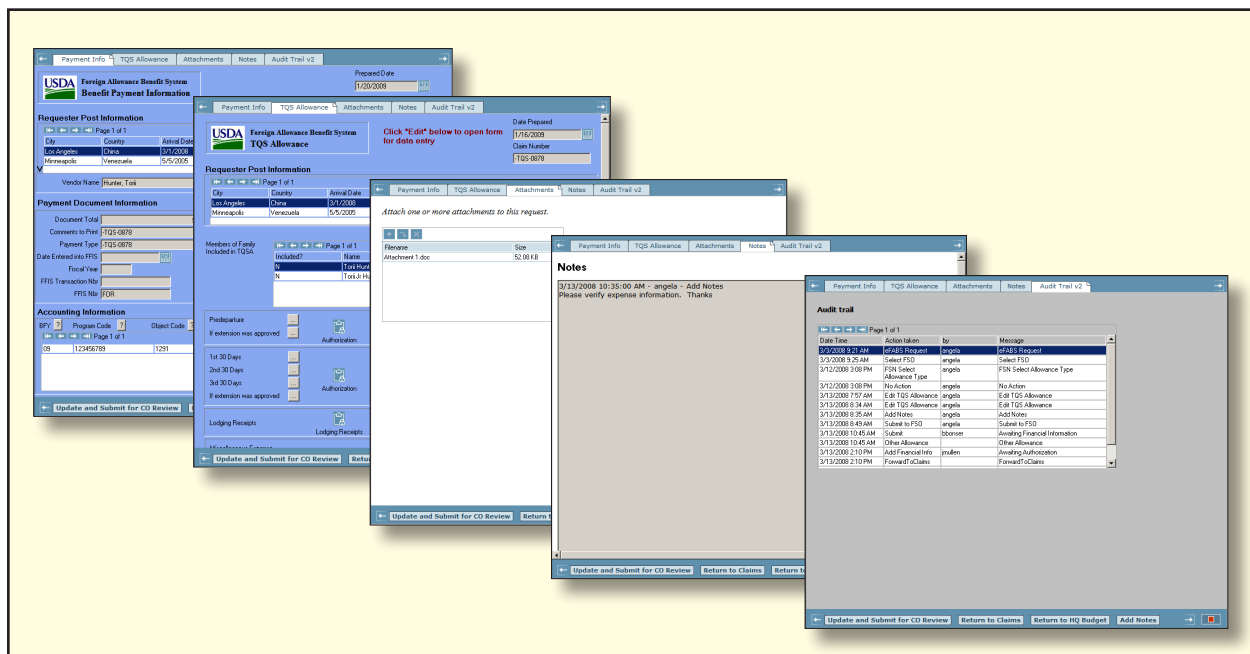
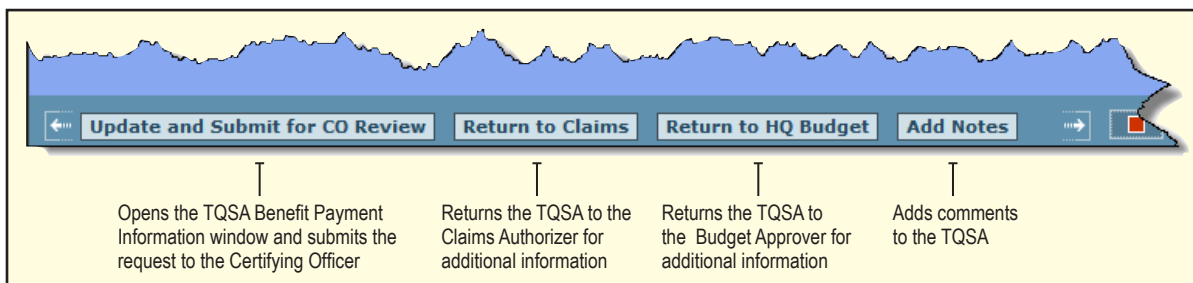


Figure 8.30: FMD Payments Processor's TQS Allowance Window Tab Views

4. Four processing options are located at the bottom of the *eFABS TQS Allowance* processing window (see Figure 8.31).



**Figure 8.31: FMD Payments Processor's TQS Allowance Processing Options**

5. If the TQS Allowance requires additional information from the Claims Authorizer, click Return to Claims. When the Add Note window opens, add your comments, and click the green submit arrow.
6. You can return the TQS Allowance to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional comments to the TQS Allowance request.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

8. After you review the request, click Update and Submit for CO Review. When the *eFABS Benefit Payment Information* window opens, enter the Date, Fiscal Year, and FFIS Transaction Number. Click the green submit arrow (see Figure 8.32). The TQS Allowance is sent to the Certifying Officer.

**USDA Foreign Allowance Benefit System**  
**Benefit Payment Information**

Prepared Date: 1/20/2009  
 Claim Number: TQS-0878

**Requester Post Information**  
 Page 1 of 1

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Vendor Name: Hunter, Torii

**Payment Document Information**

Document Total: \$2,100.00  
 Comments to Print: TQS-0878  
 Payment Type: TQS-0878  
 Date Entered into FFIS: 1/20/2009  
 Fiscal Year: 09  
 FFIS Transaction Nbr: 123456  
 FFIS Nbr: 09FDR

**Accounting Information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	1291	\$2,100.00	TQSA Description

Optional Print form

**Figure 8.32: eFABS Benefit Payment Information Window**

## 8.2.4 Certifying Officer

1. When the FMD Payments Processor submits a TQS Allowance, you will receive an email notifying you about the new request. You can access the TQS Allowance by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the TQS Allowance request (see Figure 8.33). The *eFABS TQS Allowance* processing window opens.

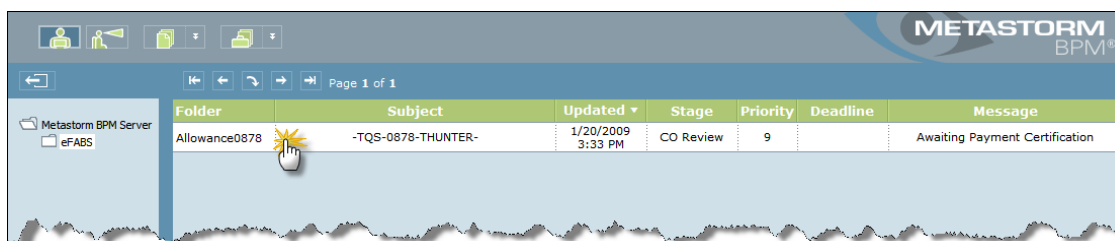


Figure 8.33: eFABS TQS Allowance in Certifying Officer's To Do List

3. The *eFABS TQS Allowance* processing window has seven tabs at the top of the window that allow you to view the payment information, TQS Allowance, financial information, personal profile, attachments, notes, and audit trail (see Figure 8.34).

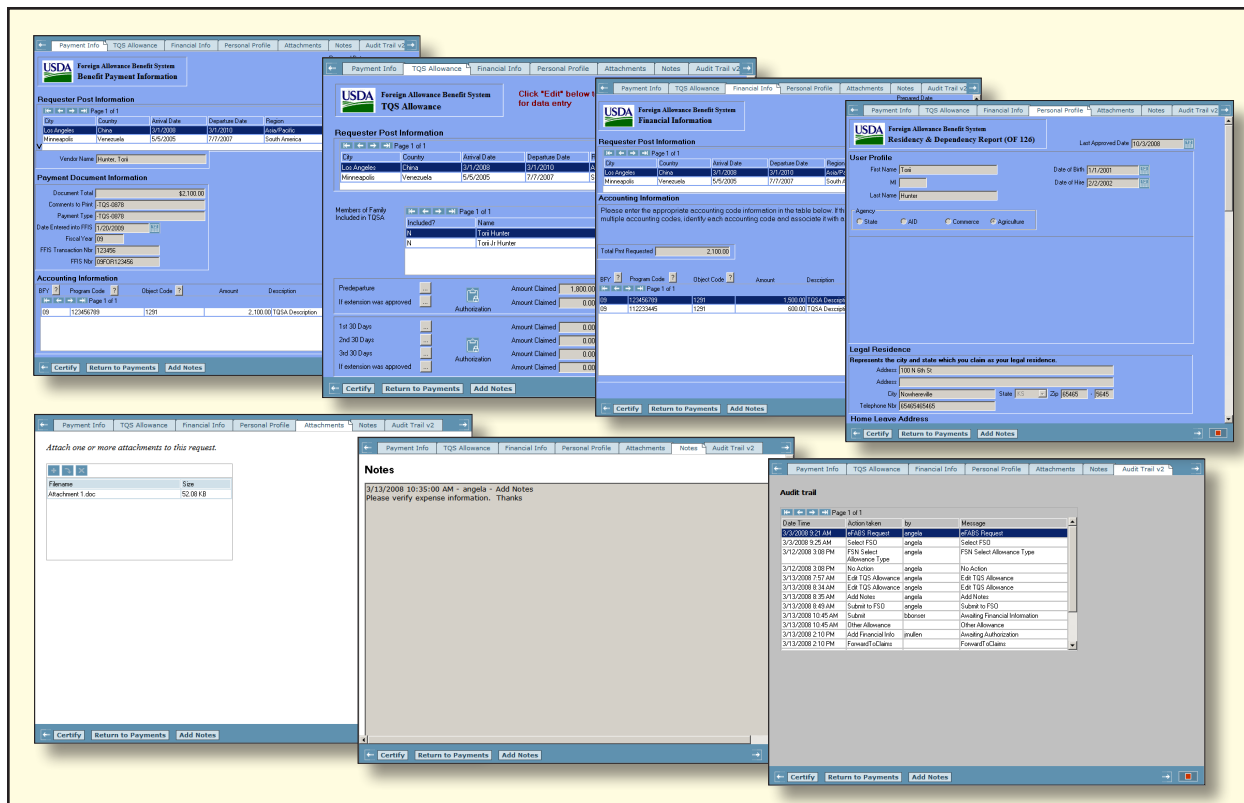

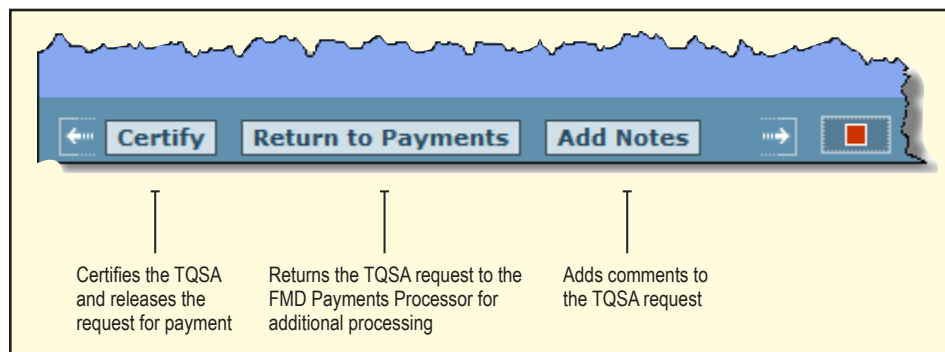


Figure 8.34: Certifying Officer's TQS Allowance Window Tab Views

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the TQS Allowance request.*

4. Three processing options are located at the bottom of the *eFABS TQS Allowance* processing window (see Figure 8.35).



**Figure 8.35: Certifying Officer's TQS Allowance Processing Options**

5. If the TQS Allowance requires additional information from the FMD Payments Processor, click Return to Payments. When the Add Note window opens, add your comments, and click the green submit arrow.
6. Prior to certifying the request, add any additional comments to the TQS Allowance request.

 *Refer to Section 2.5 for information about adding comments to eFABS allowances.*

7. After you review the request, click Certify. When the verification window opens, click the green submit arrow.
8. The TQS Allowance approval process is complete.

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# Chapter 9

## Working with eFABS Living Quarters Allowances

**T**his chapter provides detailed information about submitting and processing Living Quarters Allowance (LQA) requests in eFABS. After the FSO submits an LQA, the request passes through four levels of processing via eFABS. These processing levels include Budget Approver, Claims Authorizer, FMD Payments Processor, and Certifying Officer. This chapter discusses how:

- FSOs complete and submit LQA requests
- Budget Approvers review and process LQA requests
- Claims Authorizers approve LQA requests
- FMD Payments Processors process the payment information
- Certifying Officers certify the LQA payment

### 9.1 Submitting an eFABS Living Quarters Allowance Request

LQA requests can be initiated by an Assistant or FSO. If an Assistant completes an LQA request for an FSO, the FSO must review the information and submit the request for payment processing. Section 9.1.1 provides Assistants with information about completing and submitting LQAs to FSOs for review. Section 9.1.2 contains two parts and provides FSOs with information about: 1) submitting LQAs completed by Assistants, and 2) completing and submitting their own LQA requests.

#### 9.1.1 How Assistants Submit a Living Quarters Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 9.1).

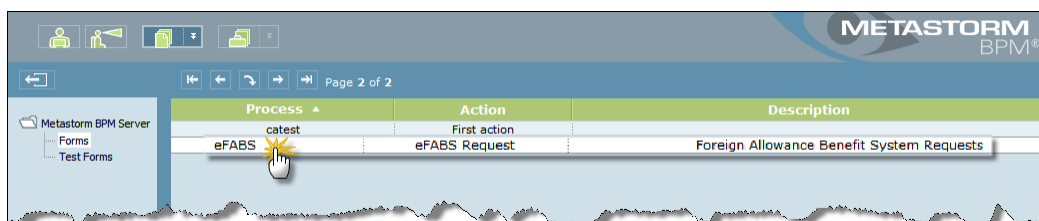


Figure 9.1: eFABS Processing Option in the Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 9.2).

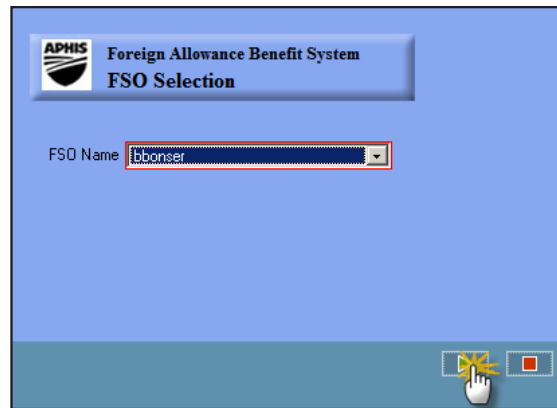


Figure 9.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance and select Living Quarters Allowance from the claim request list (see Figure 9.3). Click the green submit arrow to open the *eFABS Living Quarters Allowance* processing window.

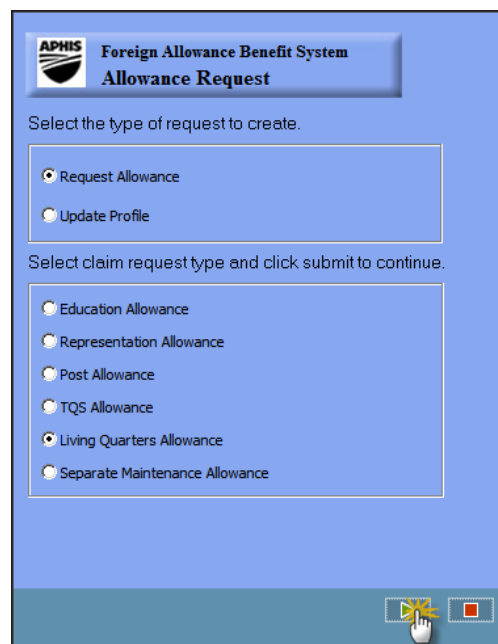


Figure 9.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS Living Quarters Allowance* processing window (see Figure 9.4).

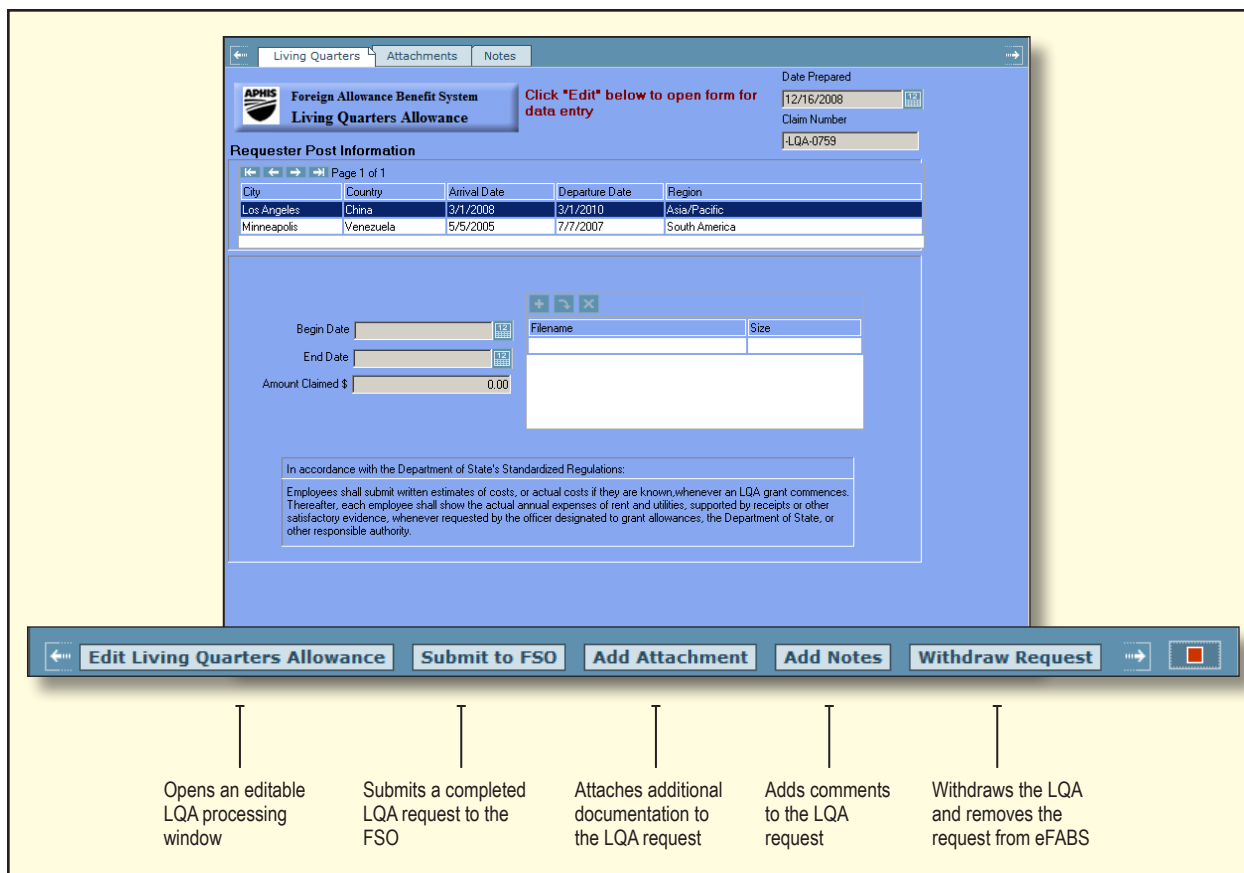


Figure 9.4: Assistant's eFABS LQA Processing Options

- Click Edit Living Quarters Allowance to open an editable LQA window (see Figure 9.5).

This screenshot shows the 'Editable eFABS LQA Window'. The header is identical to Figure 9.4, but the 'Date Prepared' is now 12/23/2008 and the 'Claim Number' is LQA-0774. The 'Requester Post Information' table is the same. The input fields for 'Begin Date', 'End Date', and 'Amount Claimed \$' (0.00) are now highlighted with red borders, indicating they are active for editing. The 'Attachments' section and the regulatory text box are also visible.

Figure 9.5: Editable eFABS LQA Window

7. Verify the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid. Enter the Begin Date, End Date, and Amount Claimed for the Living Quarters Allowance. Use the file attachment display grid to attach any additional documentation to the LQA request (see Figure 9.6).

Click once on the correct post location to select it.

Enter the Begin Date, End Date and Amount Claimed for the LQA.

Use the file attachment display grid to add documents to the LQA request.

Click "Edit" below to open form for data entry

Date Prepared: 1/13/2009  
Claim Number: LQA-0865

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Begin Date: 3/31/2009  
End Date: 1/26/2010  
Amount Claimed \$: 6,000.00

File Attachment

Filename	Size
Attachment 1.doc	62.75 KB

In accordance with the Department of State's Standardized Regulations:  
Employees shall submit written estimates of costs, or actual costs if they are known, whenever an LQA grant commences. The employee shall show the actual costs in the form of receipts, invoices, and other documents or other

Figure 9.6: Completing the Editable eFABS LQA Window

8. Click the green submit arrow to return to the *eFABS Living Quarters Allowance* processing window. You can add any additional attachments or comments to the request using the processing options.

Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

9. After you complete the LQA request, click Submit to FSO. You can cancel and delete the request from the system by clicking Withdraw Request.
10. When the verification window opens, click Yes. The LQA is sent to the FSO for review.

## 9.1.2 How FSOs Submit a Living Quarters Allowance Request

### *If your Assistant completes the LQA Request*

1. You will receive an email notifying you that your assistant has submitted an LQA for your review. You can access the LQA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the LQA request (see Figure 9.7). The *eFABS Living Quarters Allowance* processing window opens.

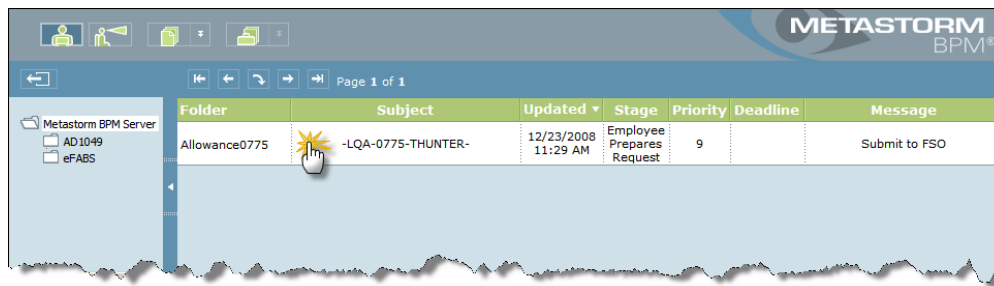



Figure 9.7: eFABS LQA Request in FSO's To Do List

- The eFABS Living Quarters Allowance processing window has three tabs at the top of the window that allow you to view the LQA, attachments, and notes (see Figure 9.8).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the LQA request.

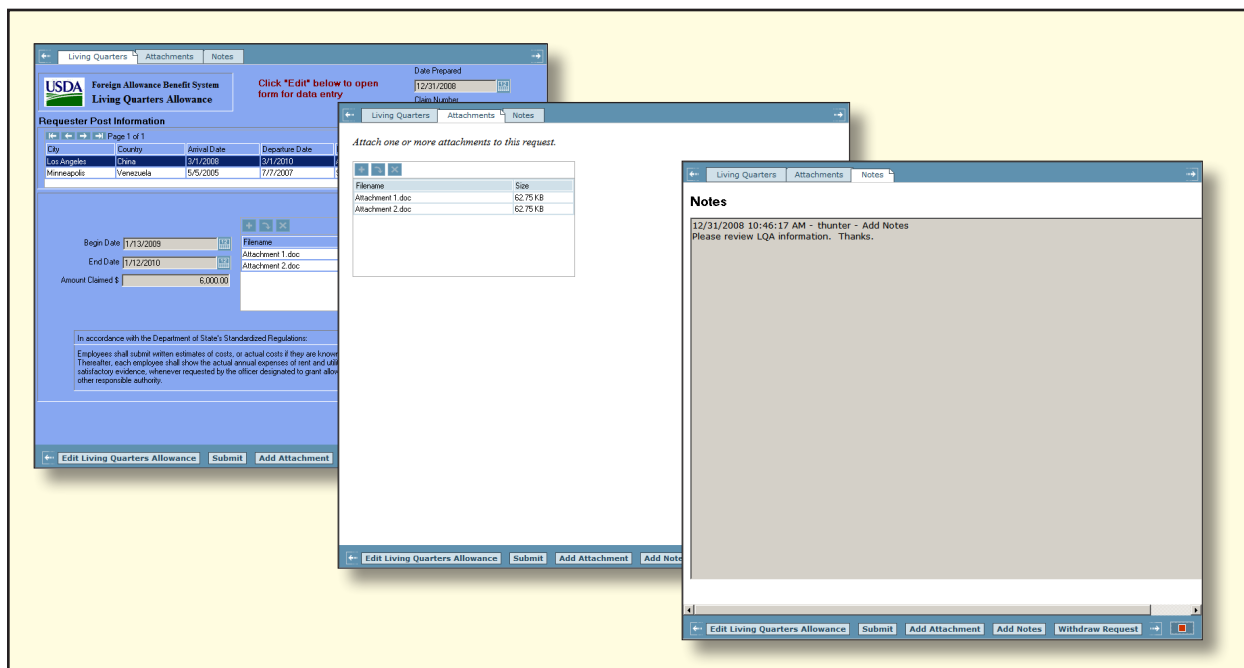
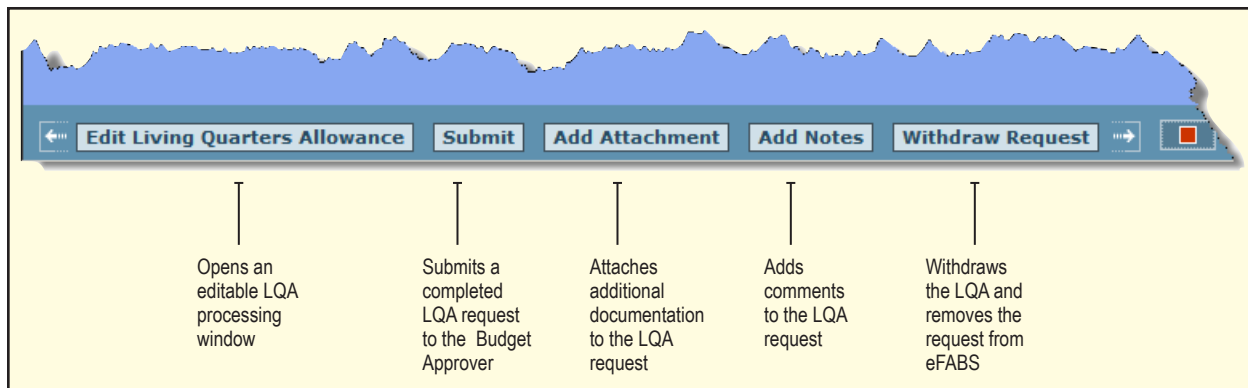



Figure 9.8: FSO's LQA Request Window Tab Views

- Five processing options are located at the bottom of the FSO's eFABS Living Quarters Allowance processing window (see Figure 9.9)

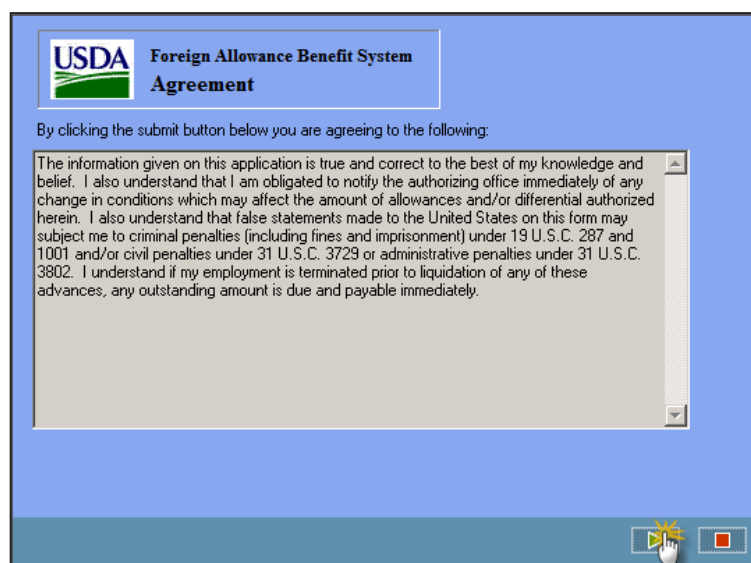


**Figure 9.9: FSO's eFABS LQA Processing Options**

5. If you want to make any changes to the LQA, click Edit Living Quarters Allowance and update the information.
6. Click the green submit arrow to return to the *eFABS Living Quarters Allowance* processing window. You can add any additional attachments or comments to the request using the processing options.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

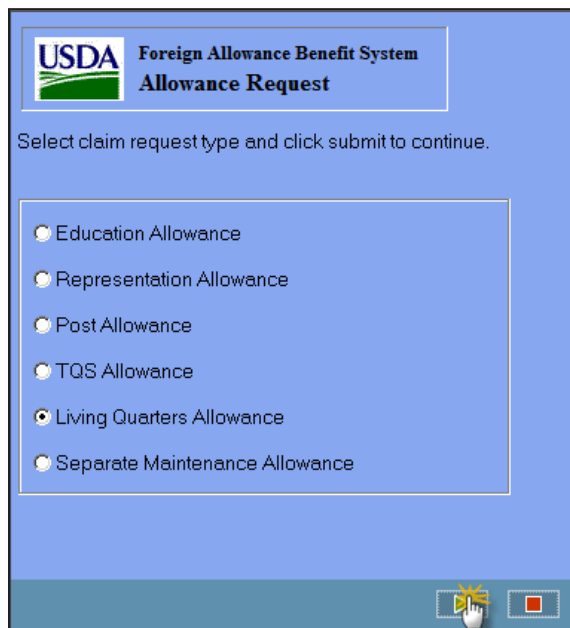
7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from the system by clicking Withdraw Request.
8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 9.10). The LQA is sent to the Budget Approver for approval.



**Figure 9.10: eFABS Agreement Window**

### ***If you complete and submit the LQA Request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 9.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select Living Quarters Allowance from the claim request list, and click the green submit arrow (see Figure 9.11).



***Figure 9.11: eFABS Allowance Request Window***

4. The *eFABS Living Quarters Allowance* processing window opens. Refer to Figure 9.9 for information about the five processing options located at the bottom of the FSO's *eFABS Living Quarters Allowance* processing window.
5. Click Edit Living Quarters Allowance to open an editable LQA window.
6. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid. Enter the Begin Date, End Date, and Amount Claimed for the Living Quarters Allowance. Use the attachment display grid to attach any additional documentation to the LQA (see Figure 9.12).

The screenshot displays the 'Foreign Allowance Benefit System Living Quarters Allowance' window. At the top, it includes the USDA logo and a red instruction: 'Click "Edit" below to open form for data entry'. On the right, fields for 'Date Prepared' (1/13/2009), 'Claim Number' (LQA-0865), and 'LQA-0865' are visible. The main section is titled 'Requester Post Information' and contains a table with columns: City, Country, Arrival Date, Departure Date, and Region. The table lists two entries: Los Angeles, China (3/1/2008 to 3/1/2010, Asia/Pacific) and Minneapolis, Venezuela (5/5/2005 to 7/7/2007, South America). Below the table, there are input fields for 'Begin Date' (3/31/2009), 'End Date' (1/26/2010), and 'Amount Claimed \$' (6,000.00). To the right of these fields is a 'File Attachment' display grid with columns 'Filename' and 'Size', showing 'Attachment 1.doc' (62.75 KB). At the bottom, a disclaimer states: 'In accordance with the Department of State's Standardized Regulations: Employees shall submit written estimates of costs, or actual costs if they are known, whenever an LQA grant commences. The actual costs shall be shown on the actual bill, invoice, receipt, or other supporting documents or other.' Three buttons are at the bottom: a green submit arrow, a red 'Withdraw Request' button, and a blue 'Cancel' button.


Click once on the correct post location to select it.

Enter the Begin Date, End Date and Amount Claimed for the LQA.

Use the file attachment display grid to add documents to the LQA request.

**Figure 9.12: Completing the Editable eFABS LQA Window**

7. Click the green submit arrow to return to the *eFABS Living Quarters Allowance* processing window. You can add any additional attachments or comments to the request using the processing options.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

8. After you complete the LQA, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
9. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (refer to Figure 9.10). The LQA is sent to the Budget Approver for approval.

## 9.2 Approving an eFABS Living Quarters Allowance Request

After the FSO submits an LQA request, the form passes through four levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the LQA request and completes financial information
- Claims Authorizer – authorizes the LQA request
- FMD Payments Processor - enters data from approved LQA into FFIS
- Certifying Officer – verifies the information from the LQA request matches the data entered into FFIS and releases the request for payment

The following sections discuss the LQA approval process in detail.



## 9.2.1 Budget Approver

1. When an FSO submits an LQA, you will receive an email notifying you about the new request. You can access the LQA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the LQA request (see Figure 9.13). The *eFABS Living Quarters Allowance* processing window opens.

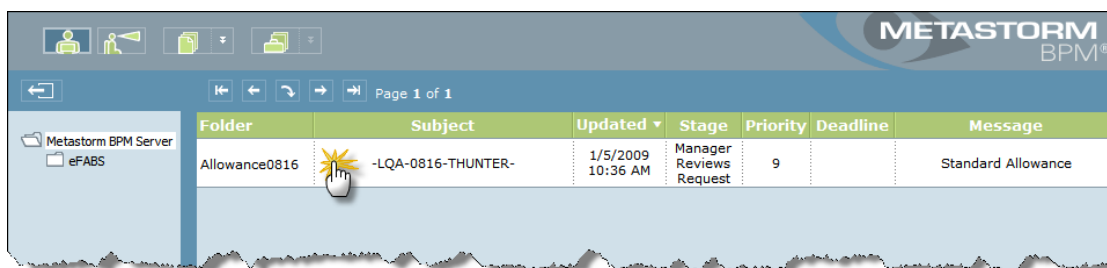



Figure 9.13: eFABS LQA Request in Budget Approver's To Do List

3. The *eFABS Living Quarters Allowance* processing window has four tabs at the top of the window that allow you to view the LQA, attachments, notes, and audit trail (see Figure 9.14).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the LQA request.*

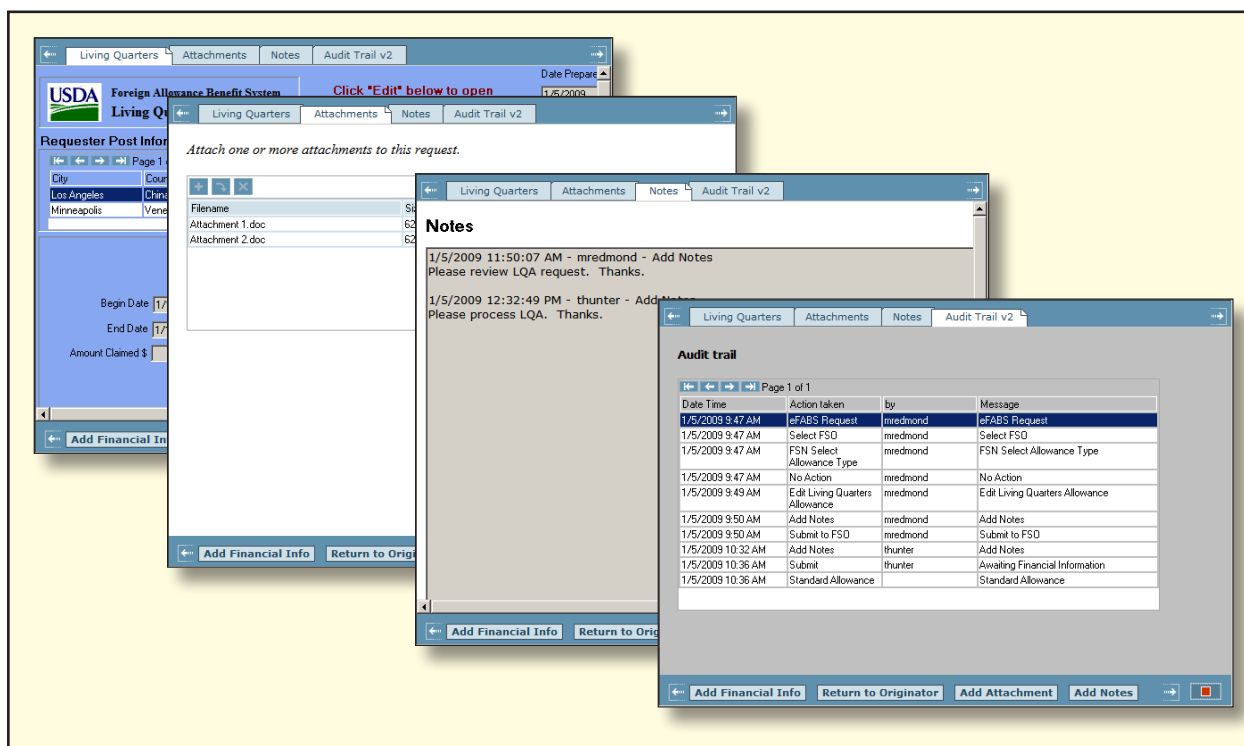
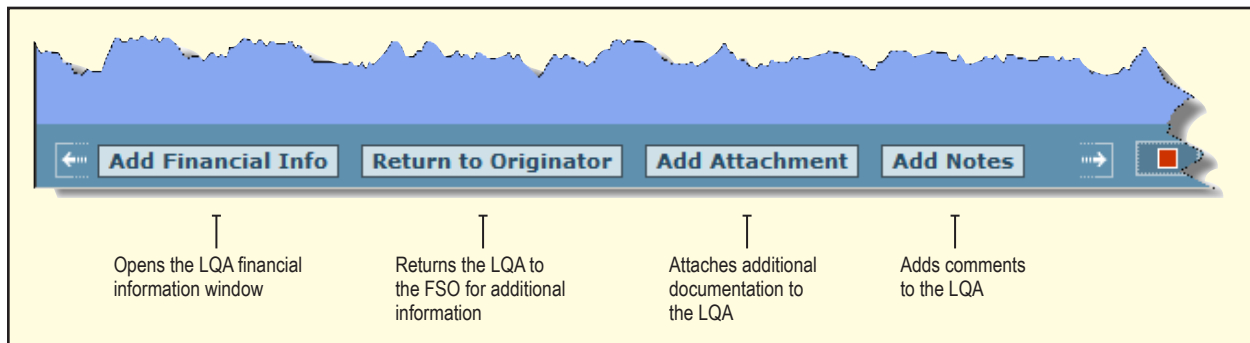



Figure 9.14: Budget Approver's LQA Window Tab Views

4. Four processing options are located at the bottom of the *eFABS Living Quarters Allowance* processing window (see Figure 9.15).



**Figure 9.15: Budget Approver's LQA Processing Options**

5. If the LQA requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments, and click the green submit arrow. The request is returned to the FSO.
6. Prior to entering the financial information, add any additional attachments or comments to the LQA request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

7. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and the amount of the LQA request. Enter a description in the Description field; click the green submit arrow (see Figure 9.16).

**USDA Foreign Allowance Benefit System Financial Information**

Prepared Date: 1/5/2009  
Claim Number: LQA-0816

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

**Accounting Information**

Please enter the appropriate accounting code information in the table below. If this expense is to be divided among multiple accounting codes, identify each accounting code and associate it with a specific dollar value.

Total Pmt Requested: 6,000.00

BFY	Program Code	Object Code	Amount	Description
09	123456789	1241	6,000.00	Living quarters expenses

**Figure 9.16: eFABS Financial Information Window**

8. When the payment authorization window opens, read the agreement and click OK (see Figure 9.17). The LQA is sent to the Claims Authorizer.

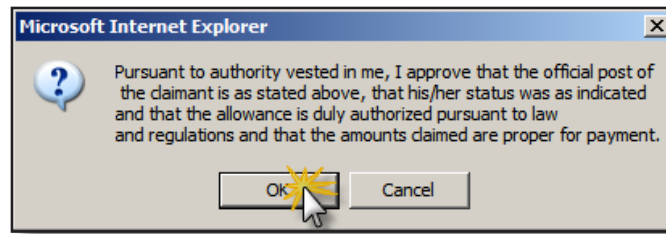


Figure 9.17: eFABS Payment Authorization Window

## 9.2.2 Claims Authorizer

1. When the Budget Approver submits an LQA, you will receive an email notifying you about the new request. You can access the LQA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the LQA request (see Figure 9.18). The *eFABS Living Quarters Allowance* processing window.

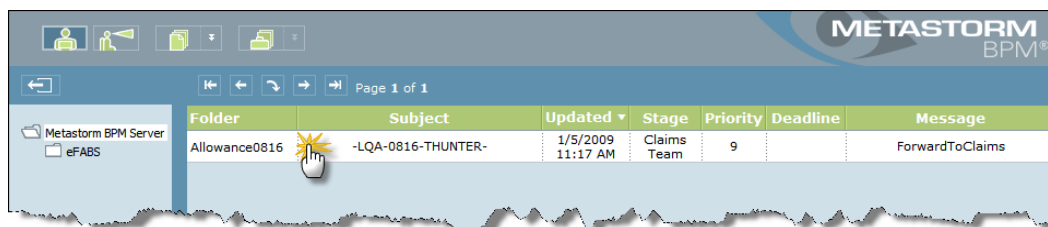



Figure 9.18: eFABS LQA Request in Claims Authorizer's To Do List

3. The *eFABS Living Quarters Allowance* processing window has six tabs at the top of the window that allow you to view the LQA, financial information, personal profile, attachments, notes, and audit trail (see Figure 9.19).

 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the LQA request.*

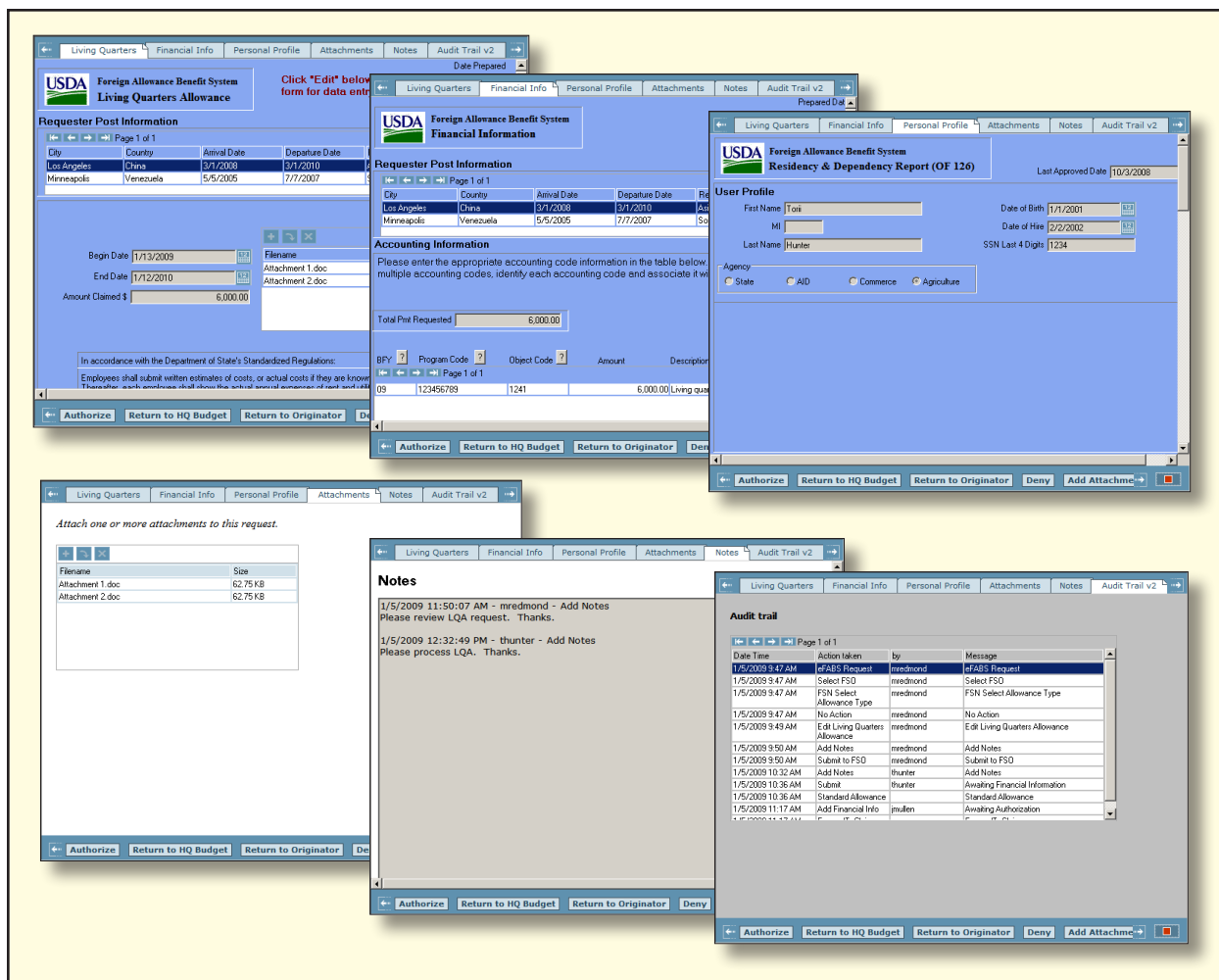


Figure 9.19: Claims Authorizer's LQA Window Tab Views

4. Six processing options are located at the bottom of the *eFABS Living Quarters Allowance* processing window (see Figure 9.20).

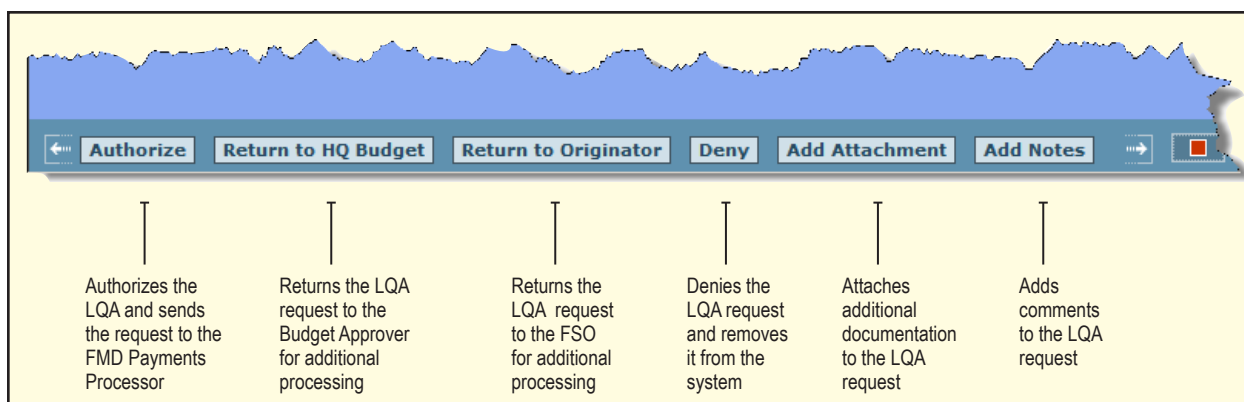

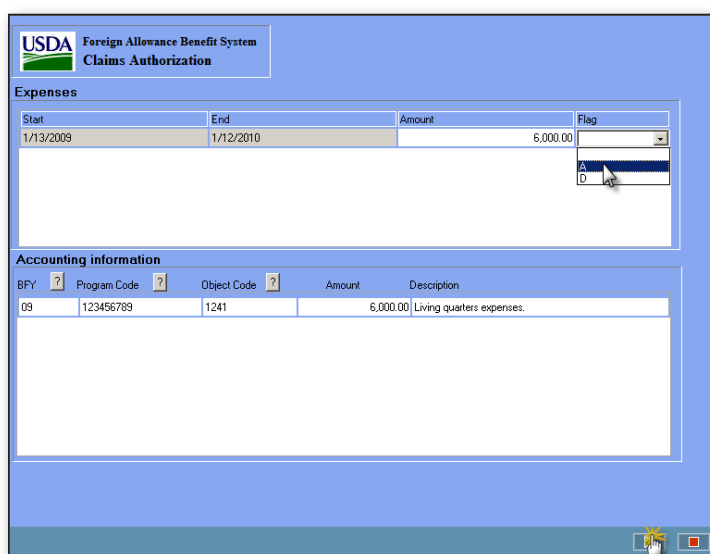


Figure 9.20: Claims Authorizer's LQA Processing Options

5. If the LQA requires additional information from the FSO, click Return to Originator. When the Add Note window opens, add your comments, and click the green submit arrow. The request is returned to the FSO.
6. You can return the LQA to the Budget Approver by clicking Return to Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. To cancel the request and remove it from the system, click Deny.
8. Prior to authorizing the request, add any additional attachments or comments to the LQA request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

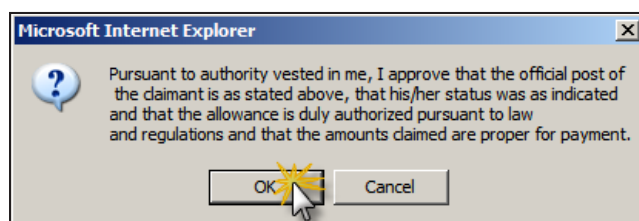
9. After you review the request, click Authorize. When the *eFABS Claims Authorization* window opens, verify the amount of the LQA in the Cost field is correct and select “A” from the dropdown menu to approve the request. Click the green submit arrow (see Figure 9.21).



The screenshot shows the 'eFABS Claims Authorization' window. At the top left is the USDA logo and the title 'Foreign Allowance Benefit System Claims Authorization'. Below this is a section titled 'Expenses' containing a table with columns: Start, End, Amount, and Flag. The first row shows '1/13/2009', '1/12/2010', '6,000.00', and a dropdown menu with 'A' selected. Below the 'Expenses' section is 'Accounting information' with fields for BFY (09), Program Code (123456789), Object Code (1241), Amount (6,000.00), and Description (Living quarters expenses.). At the bottom right, there is a green submit arrow icon.

Figure 9.21: eFABS Claims Authorization Window

10. When the payment authorization window opens, read the agreement and click OK (see Figure 9.22). The LQA is sent to the FMD Payments Processor.



The screenshot shows a 'Microsoft Internet Explorer' dialog box with a question mark icon. The text inside reads: 'Pursuant to authority vested in me, I approve that the official post of the claimant is as stated above, that his/her status was as indicated and that the allowance is duly authorized pursuant to law and regulations and that the amounts claimed are proper for payment.' At the bottom are 'OK' and 'Cancel' buttons, with a mouse cursor clicking the 'OK' button.

Figure 9.22: eFABS Payment Authorization Window

## 9.2.3 FMD Payments Processor

1. When the Claims Authorizer submits an LQA, you will receive an email notifying you about the new request. You can access the LQA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the LQA request (see Figure 9.23). The *eFABS Living Quarters Allowance* processing window opens.

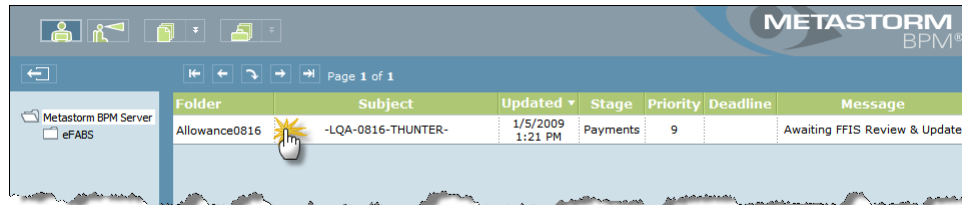



Figure 9.23: eFABS LQA Request in FMD Payments Processor's To Do List

3. The *eFABS Living Quarters Allowance* processing window has five tabs at the top of the window that allow you to view the payment information, LQA, attachments, notes, and audit trail (see Figure 9.24).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the LQA request.

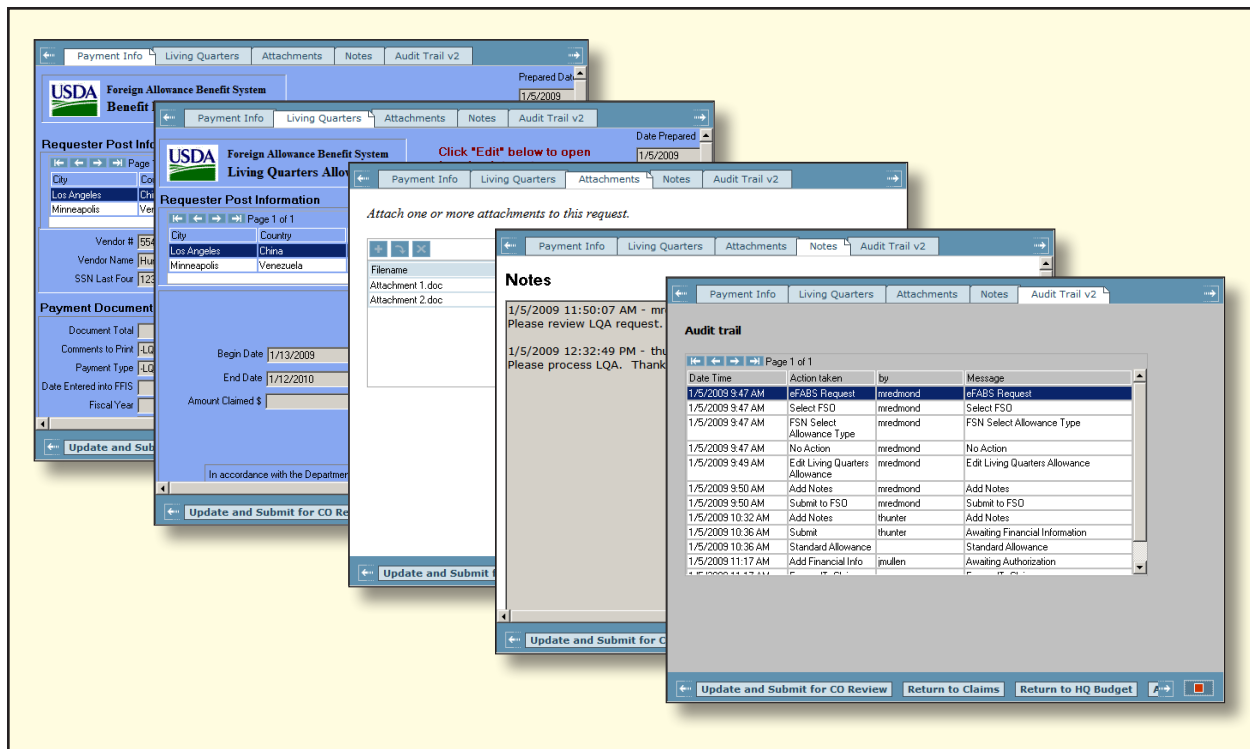
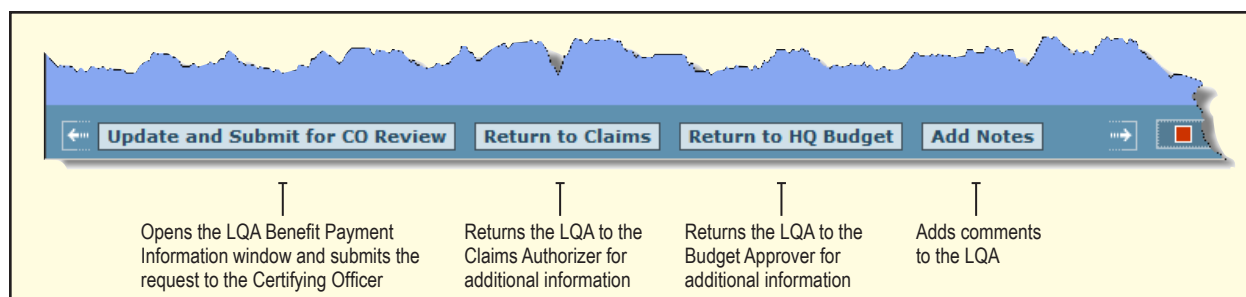


Figure 9.24: FMD Payments Processor's LQA Window Tab Views

4. Four processing options are located at the bottom of the *eFABS Living Quarters Allowance* processing window (see Figure 9.25).



**Figure 9.25: FMD Payments Processor's LQA Processing Options**

5. If the LQA requires additional information from the Claims Authorizer, click Return to Claims. When the Add Note window opens, add your comments and click the green submit arrow.
6. You can return the LQA to the Budget Approver by clicking Return to HQ Budget. Enter your comments in the Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional comments to the LQA request.

 Refer to Section 2.5 for information about adding comments to eFABS allowances.

8. After you review the request, click Update and Submit for CO Review. When the *eFABS Benefit Payment Information* window opens, enter the Date, Fiscal Year, and FFIS Transaction Number; click the green submit arrow (see Figure 9.26). The LQA is sent to the Certifying Officer.

**USDA Foreign Allowance Benefit System Benefit Payment Information**

Prepared Date: 1/5/2009  
Claim Number: LQA-0816

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Vendor #: 05446644ZE5  
Vendor Name: Hunter, Toni  
SSN Last Four: 1234

**Payment Document Information**

Document Total: \$6,000.00  
Comments to Print: LQA-0816  
Payment Type: LQA-0816  
Date Entered into FFIS: 1/6/2009  
Fiscal Year: 09  
FFIS Transaction Nbr: 123456  
FFIS Nbr: 09FDR

**Accounting Information**

BFY	Program Code	Object Code	Amount	Description
09	123456789	1241	6,000.00	Living quarters expenses.

**Figure 9.26: eFABS Benefit Payment Information Window**

## 9.2.4 Certifying Officer

1. When the FMD Payments Processor submits an LQA, you will receive an email notifying you about the new request. You can access the LQA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the LQA request (see Figure 9.27). The *eFABS Living Quarters Allowance* processing window opens.

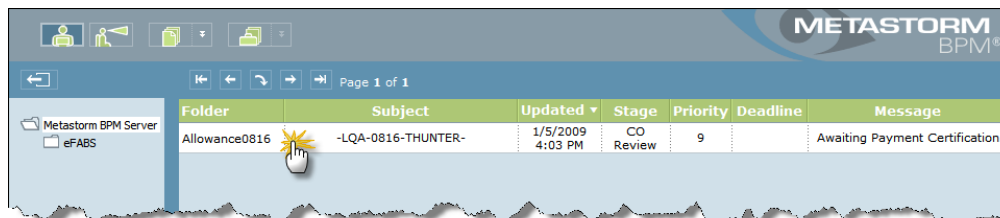


Figure 9.27: eFABS LQA Request in Certifying Officer's To Do List

3. The *eFABS Living Quarters Allowance* processing window has seven tabs at the top of the window that allow you to view the payment information, LQA, financial information, personal profile, attachments, notes, and audit trail (see Figure 9.28).

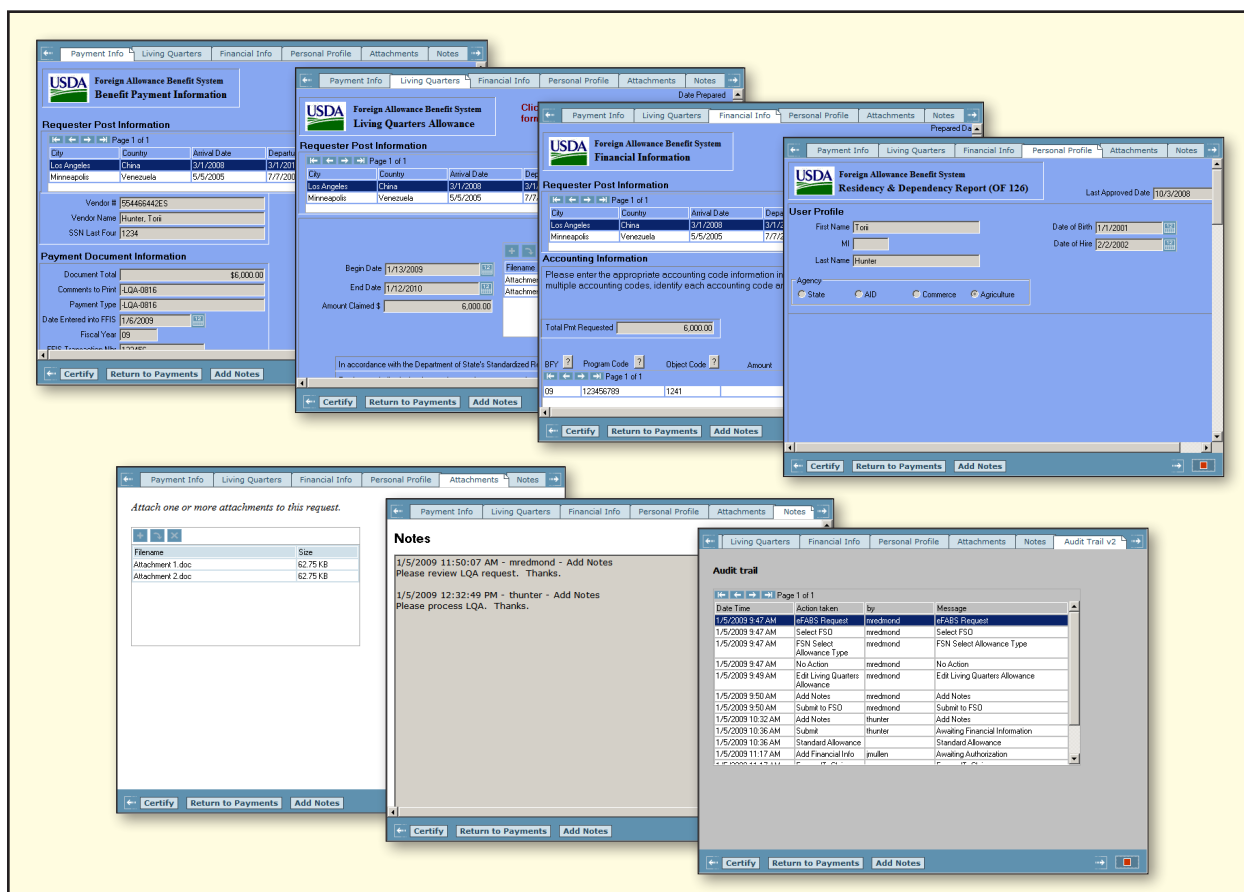

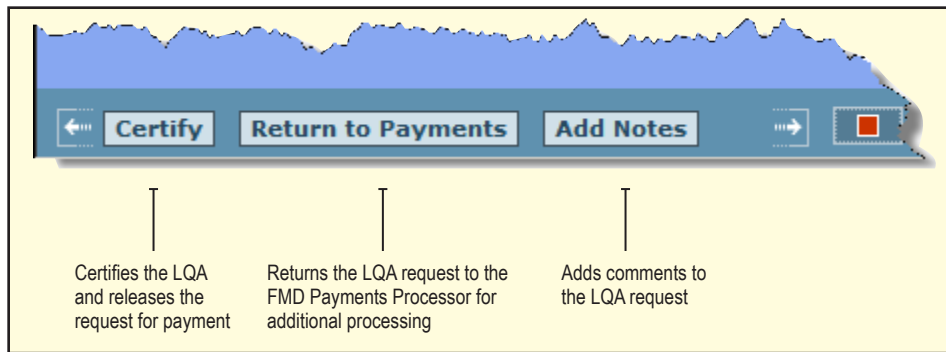


Figure 9.28: Certifying Officer's LQA Window Tab Views



 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the LQA request.*

4. Three processing options are located at the bottom of the *eFABS Living Quarters Allowance* processing window (see Figure 9.29).



**Figure 9.29: Certifying Officer's LQA Processing Options**

5. If the LQA requires additional information from the FMD Payments Processor, click Return to Payments. When the Add Note window opens, add your comments, and click the green submit arrow.
6. Prior to certifying the request, add any additional comments to the LQA request.

 *Refer to Section 2.5 for information about adding comments to eFABS allowances.*

7. After you review the request, click Certify. When the verification window opens, click the green submit arrow.
8. The Living Quarters Allowance approval process is complete.

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# Chapter 10

## Working with eFABS Separate Maintenance Allowances

**T**his chapter provides detailed information about submitting and processing Separate Maintenance Allowance (SMA) requests in eFABS. After the FSO submits an SMA, the request is processed by the Budget Approver and Claims Authorizer. This chapter discusses how:

- FSOs complete and submit SMA requests
- Budget Approvers review and process SMA requests
- Claims Authorizers approve SMA requests for recurring payments

### 10.1 Submitting an eFABS Separate Maintenance Allowance Request

SMA requests can be initiated by an Assistant or FSO. If an Assistant completes an SMA request for an FSO, the FSO must review the information and submit the request for payment processing. Section 10.1.1 provides Assistants with information about completing and submitting SMAs to FSOs for review. Section 10.1.2 consists of two parts and provides FSOs with information about: 1) submitting SMAs completed by Assistants, and 2) completing and submitting their own SMA requests.

#### 10.1.1 How Assistants Submit a Separate Maintenance Allowance Request

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (see Figure 10.1).

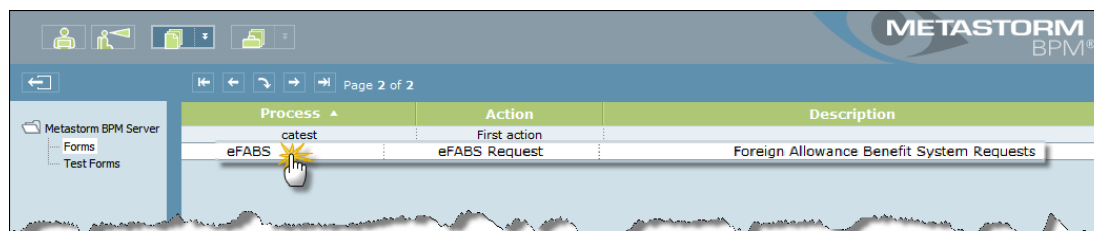


Figure 10.1: eFABS Option in the Metastorm BPM Blank Forms List

2. When the *eFABS User Profile Verification* window opens, enter your PIN and click the green submit arrow to open the *eFABS FSO Selection* window.
3. Choose an FSO from the dropdown menu, and click the green submit arrow (see Figure 10.2).

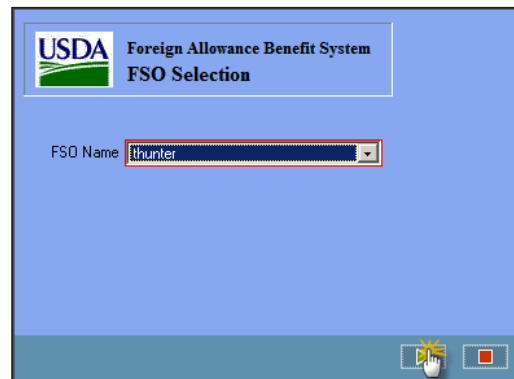
The screenshot shows the 'eFABS FSO Selection' window. At the top left is the USDA logo. To its right, the text reads 'Foreign Allowance Benefit System' and 'FSO Selection'. Below this, there is a label 'FSO Name' followed by a dropdown menu. The dropdown menu is open, showing a list of FSO names, with 'thunter' selected. At the bottom right of the window, there are two buttons: a green button with a yellow star icon and a red button with a white square icon. A mouse cursor is pointing at the green button.

Figure 10.2: eFABS FSO Selection Window

4. In the *eFABS Allowance Request* window, choose Request Allowance and select Separate Maintenance Allowance from the claim request list (see Figure 10.3). Click the green submit arrow to open the *eFABS Separate Maintenance Allowance* processing window.

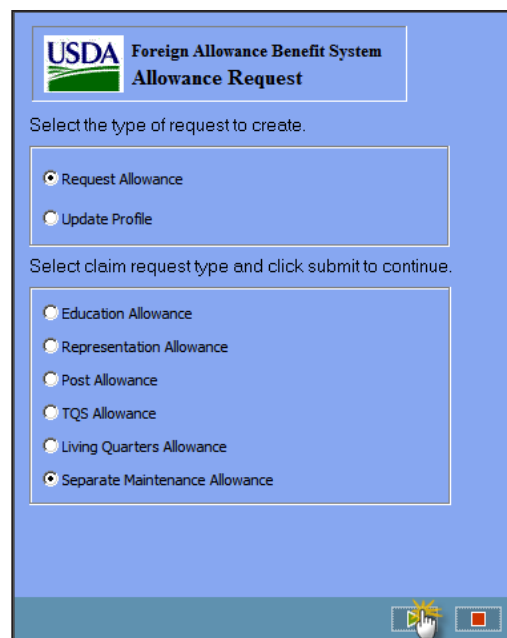
The screenshot shows the 'eFABS Allowance Request' window. At the top left is the USDA logo. To its right, the text reads 'Foreign Allowance Benefit System' and 'Allowance Request'. Below this, the text says 'Select the type of request to create.' There are two radio buttons: 'Request Allowance' (which is selected) and 'Update Profile'. Below this, the text says 'Select claim request type and click submit to continue.' There are six radio buttons: 'Education Allowance', 'Representation Allowance', 'Post Allowance', 'TQS Allowance', 'Living Quarters Allowance', and 'Separate Maintenance Allowance' (which is selected). At the bottom right of the window, there are two buttons: a green button with a yellow star icon and a red button with a white square icon. A mouse cursor is pointing at the green button.

Figure 10.3: eFABS Allowance Request Window

5. Five processing options are located at the bottom of the Assistant's *eFABS Separate Maintenance Allowance* processing window (see Figure 10.4).

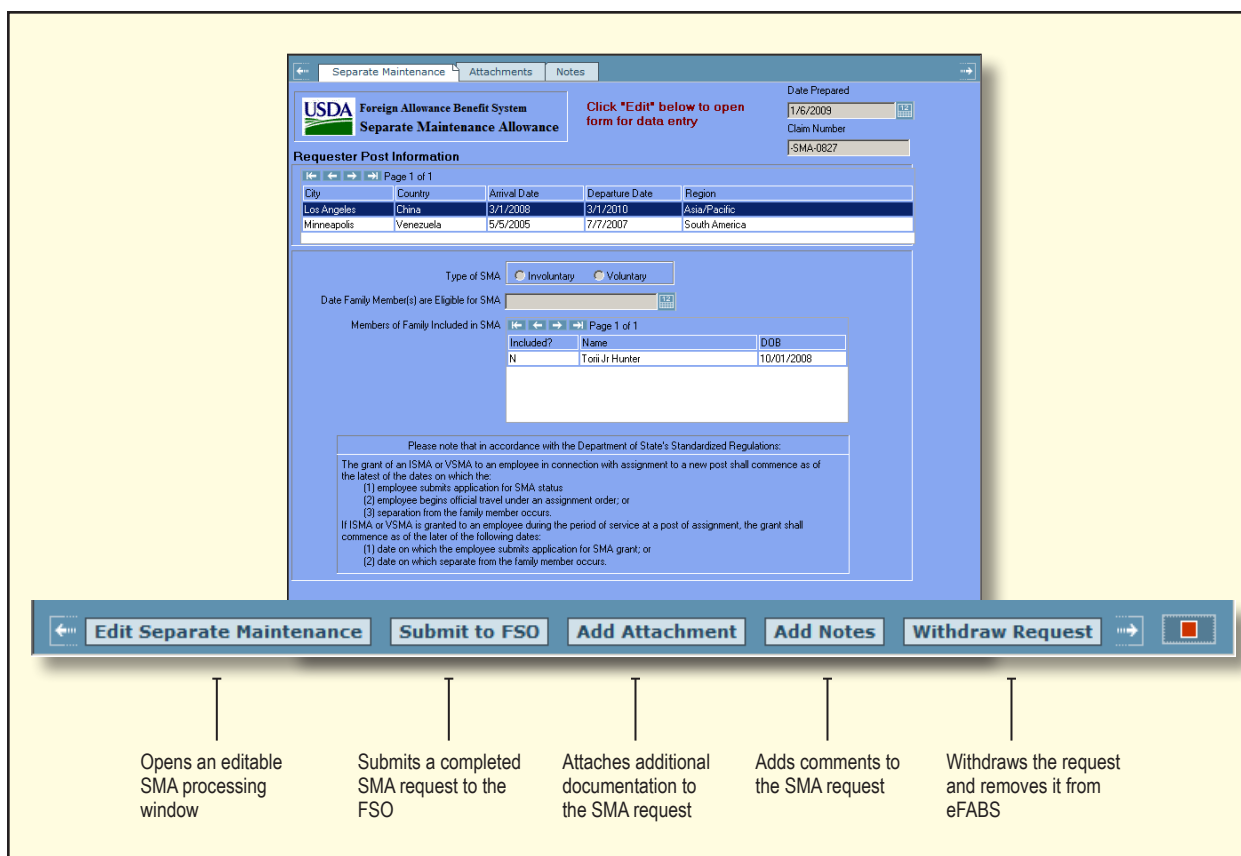


Figure 10.4: Assistant's eFABS SMA Processing Options

- Click Edit Separate Maintenance to open an editable SMA window. Verify that the Requestor Post Information is correct. If the FSO has more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 10.5).

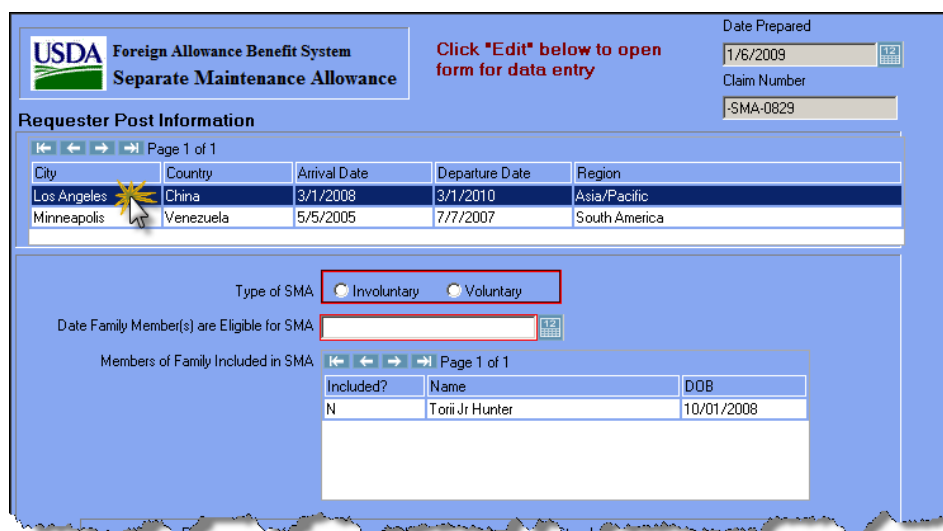
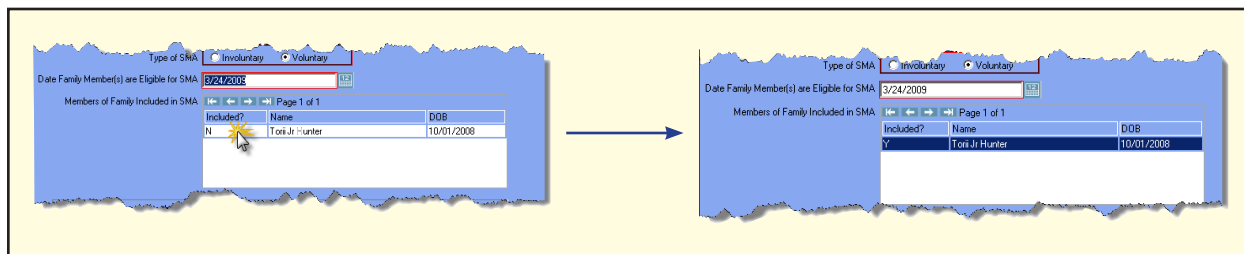


Figure 10.5: Selecting the Post Location

7. Select the type of SMA (voluntary or involuntary) and enter the date that the family member(s) will be eligible for the allowance. In the family members display grid, click once on the family member's name to change no (N) to yes (Y) and include the family member in the allowance (see Figure 10.6).




**Figure 10.6: Selecting Family Members for the SMA**

8. After you enter the SMA information, click the green submit arrow to return to the processing window (see Figure 10.7).

**Figure 10.7: Completed SMA Request**

9. Add any additional attachments or comments to the SMA request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

10. Once you have completed the SMA, click Submit to FSO. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
11. When the verification window opens, click Yes. The SMA is sent to the FSO for review.

## 10.1.2 How FSOs Submit a Separate Maintenance Allowance Request

### *If your Assistant completes the SMA request*

1. You will receive an email notifying you that your assistant has submitted an SMA for your review. You can access the SMA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the SMA request (see Figure 10.8). The *eFABS Separate Maintenance Allowance* processing window opens.

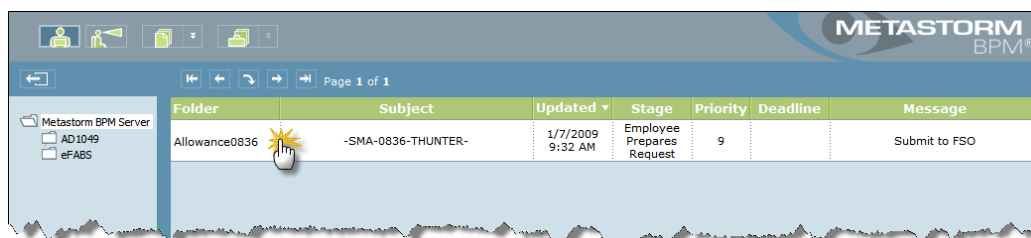


Figure 10.8: SMA Request in FSO's To Do List

3. The *eFABS Separate Maintenance Allowance* processing window has three tabs at the top of the window that allow you to view the SMA, attachments, and notes (see Figure 10.9).

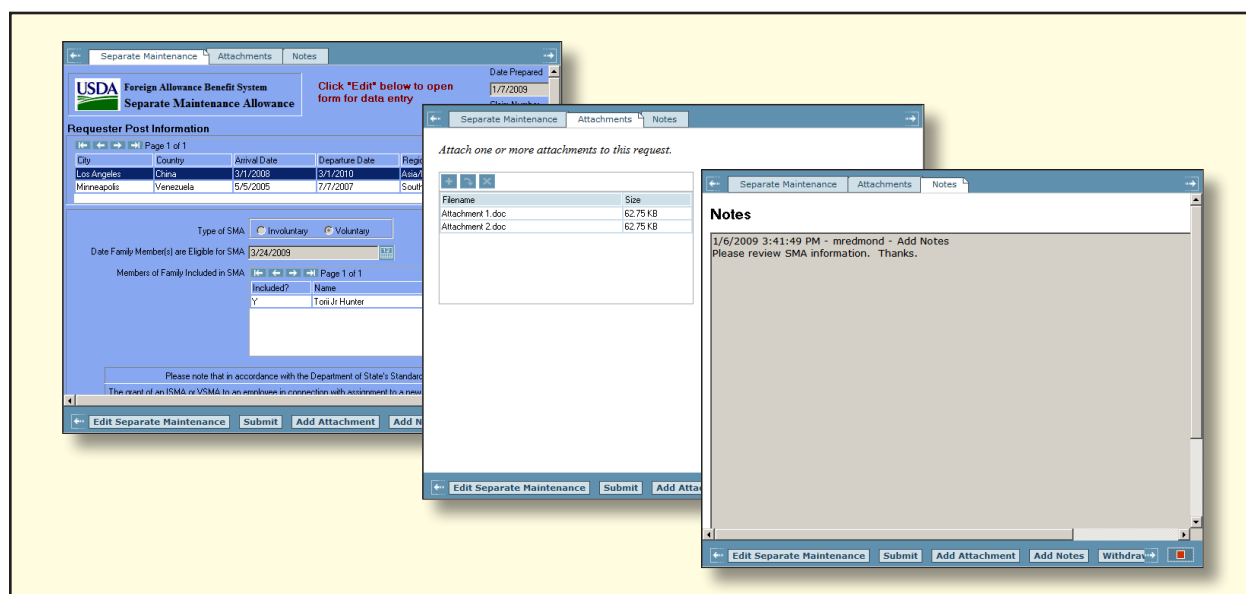

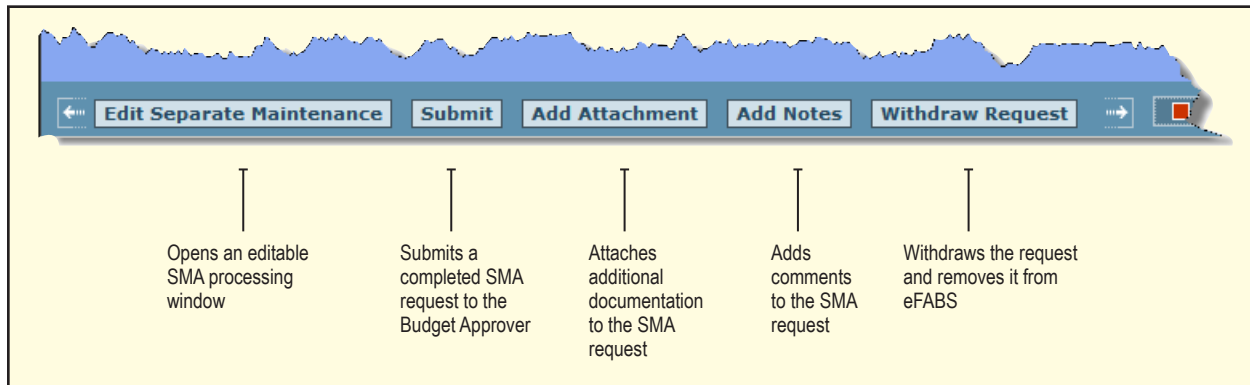


Figure 10.9: FSO's SMA Window Tab Views


 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the SMA request.*

4. Five processing options are located at the bottom of the FSO's *eFABS Separate Maintenance Allowance* processing window (see Figure 10.10).

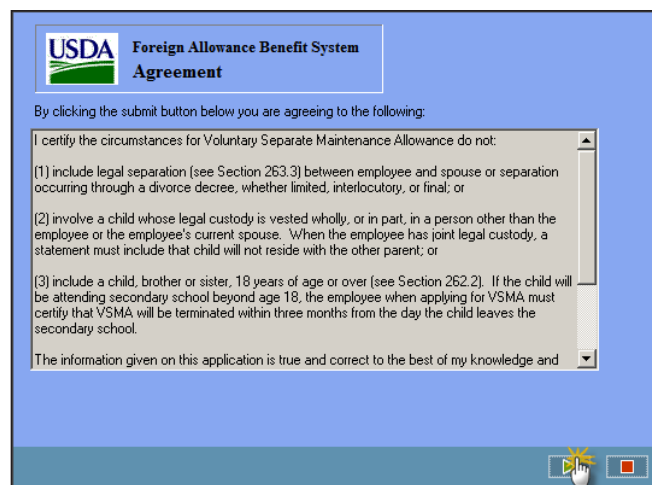


**Figure 10.10: FSO's SMA Processing Options**

5. If you want to make any changes to the SMA, click Edit Separate Maintenance, update the information and click the green submit arrow.
6. Add any additional attachments or comments to the SMA request.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

7. Once you have reviewed the request, click Submit. You can cancel the request and delete it from the system by clicking Withdraw Request.
8. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow (see Figure 10.11). The SMA is sent to the Budget Approver for approval.

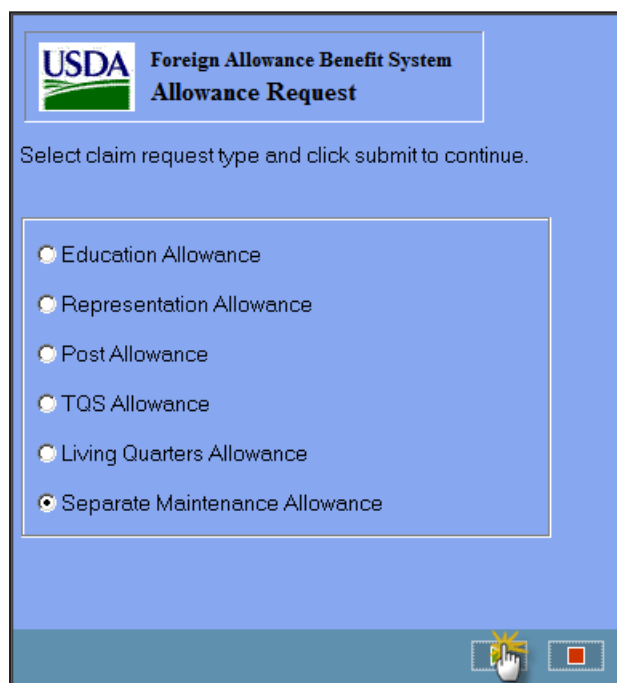


**Figure 10.11: eFABS Agreement Window**



### ***If you complete and submit the SMA request***

1. Login to Metastorm BPM and click eFABS in the Blank Forms list (refer to Figure 10.1).
2. Enter your PIN in the *eFABS User Profile Verification* window and click the green submit arrow.
3. When the *eFABS Allowance Request* window opens, select Separate Maintenance Allowance from the claim request list, and click the green submit arrow (see Figure 10.12).



***Figure 10.12: eFABS Allowance Request Window***

4. The *eFABS Separate Maintenance Allowance* processing window opens. Refer to Figure 10.10 for information about the five processing options located at the bottom of the FSO's *eFABS Separate Maintenance Allowance* processing window.
5. Click Edit Separate Maintenance to open an editable SMA window. Verify the Requestor Post Information is correct. If you have more than one approved post, select the appropriate post by clicking once on the location in the display grid (see Figure 10.13).

**USDA Foreign Allowance Benefit System**  
**Separate Maintenance Allowance**

Click "Edit" below to open form for data entry

Date Prepared: 1/6/2009  
 Claim Number: SMA-0829

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Type of SMA: ☒ Involuntary ☐ Voluntary

Date Family Member(s) are Eligible for SMA: 8/24/2008

**Members of Family Included in SMA**

Included?	Name	DOB
N	Tori Jr Hunter	10/01/2008

Figure 10.13: Selecting the Post Location

6. Select the type of SMA (voluntary or involuntary) and enter the date that the family member(s) will be eligible for the allowance. In the family members display grid, click once on the family member's name to change no (N) to yes (Y) and include the family member in the allowance (see Figure 10.14).

Type of SMA: ☒ Involuntary ☐ Voluntary

Date Family Member(s) are Eligible for SMA: 2/24/2009

**Members of Family Included in SMA**

Included?	Name	DOB
Y	Tori Jr Hunter	10/01/2008

Figure 10.14: Selecting Family Members for the SMA

7. After you enter the SMA information, click the green submit arrow to return to the processing window (see Figure 10.15).

**USDA Foreign Allowance Benefit System**  
**Separate Maintenance Allowance**

Click "Edit" below to open form for data entry

Date Prepared: 1/6/2009  
 Claim Number: SMA-0829

**Requester Post Information**

City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

Type of SMA: ☒ Involuntary ☐ Voluntary

Date Family Member(s) are Eligible for SMA: 2/24/2009


**Members of Family Included in SMA**

Included?	Name	DOB
Y	Tori Jr Hunter	10/01/2008

Please note that in accordance with the Department of State's Standardized Regulations:  
 The grant of an ISMA or VSMA to an employee in connection with assignment to a new post shall commence as of the latest of the dates on which the:  
 (1) employee submits application for SMA status;  
 (2) employee begins official travel under an assignment order; or  
 (3) separation from the family member occurs.  
 If ISMA or VSMA is granted to an employee during the period of service at a post of assignment, the grant shall commence as of the later of the following dates:  
 (1) date on which the employee submits application for SMA grant; or  
 (2) date on which separate from the family member occurs.

Figure 10.15: Completed SMA Request

8. Add any additional attachments or comments to the SMA request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

9. Once you have completed the SMA, click Submit. You can cancel the request and delete it from eFABS by clicking Withdraw Request.
10. When the *eFABS Agreement* window opens, read the agreement information and click the green submit arrow. The SMA is sent to the Budget Approver for approval.

## 10.2 Approving an eFABS Separate Maintenance Allowance Request

After the FSO submits an SMA request, the form passes through two levels of approval processing via the eFABS system. These processing levels include:

- Budget Approver – reviews the SMA request and completes financial information
- Claims Authorizer – authorizes the Post Allowance and manages the recurring payment outside of eFABS

The following sections discuss the eFABS Post Allowance approval process in detail.

### 10.2.1 Budget Approver

1. When an FSO submits an SMA, you will receive an email notifying you about the new request. You can access the SMA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the SMA request (see Figure 10.16). The *eFABS Separate Maintenance Allowance* processing window opens.

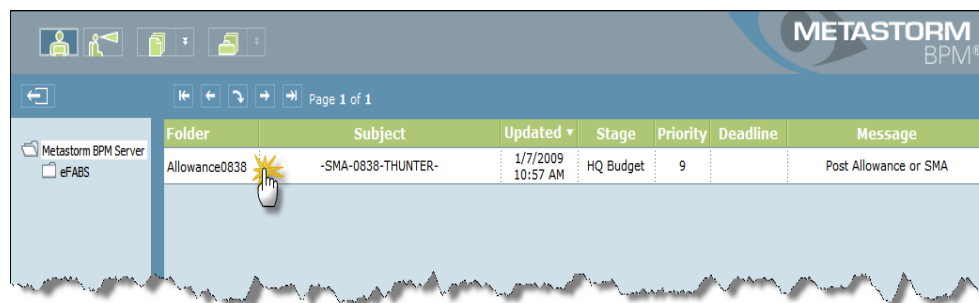



Figure 10.16: SMA Request in Budget Approver's To Do List

- The *eFABS Separate Maintenance Allowance* processing window has four tabs at the top of the window that allow you to view the SMA, attachments, notes, and audit trail (see Figure 10.17).

 Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the SMA request.

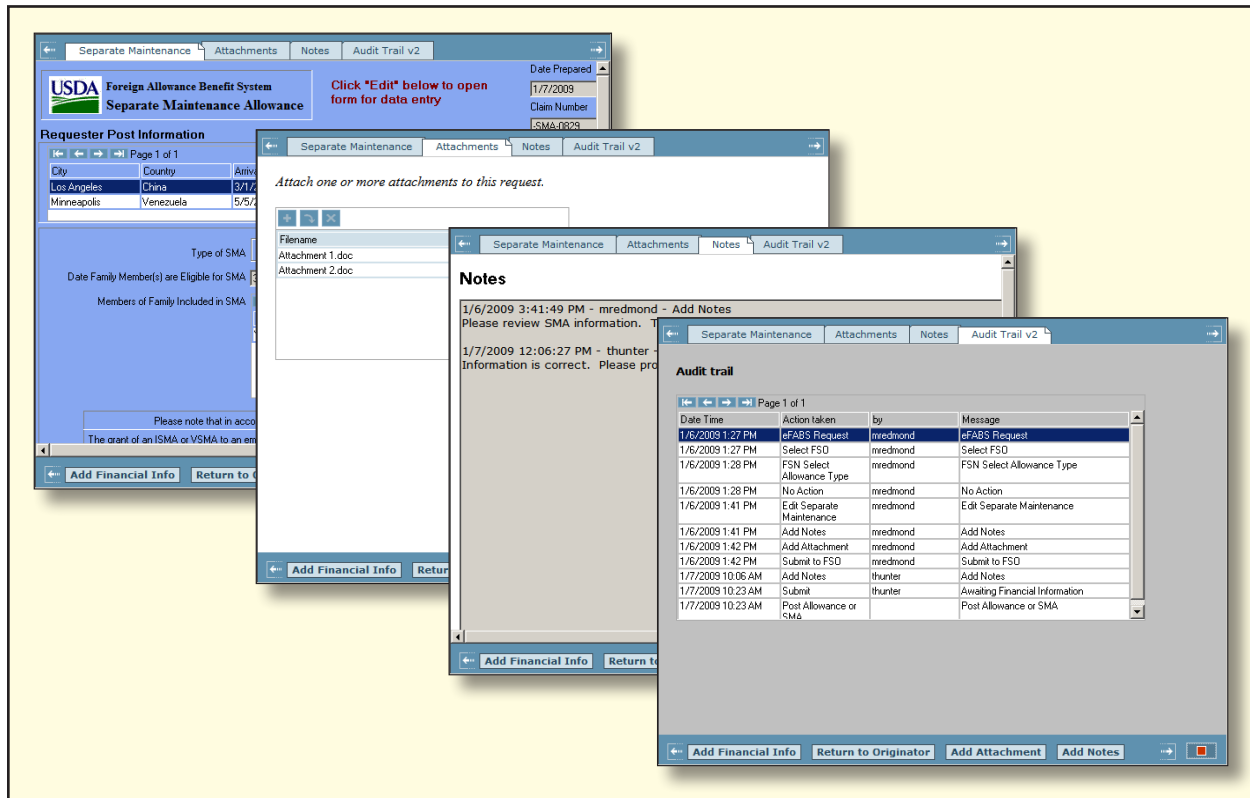


Figure 10.17: Budget Approver's SMA Window Tab Views

- Four processing options are located at the bottom of the *eFABS Separate Maintenance Allowance* processing window (see Figure 10.18).

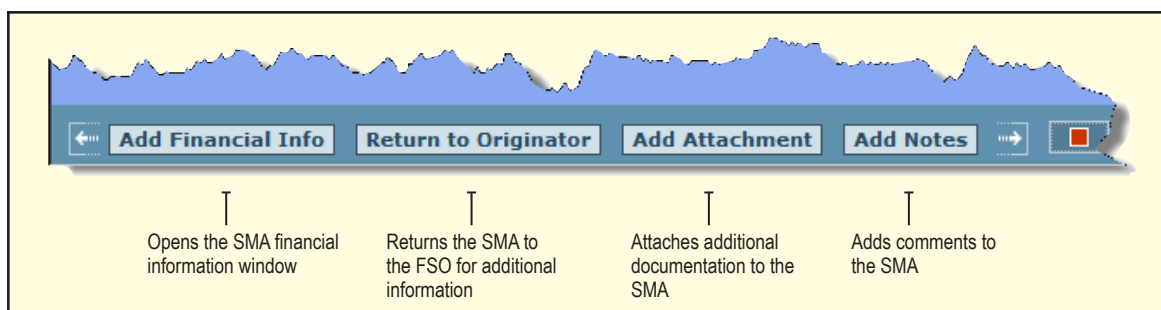

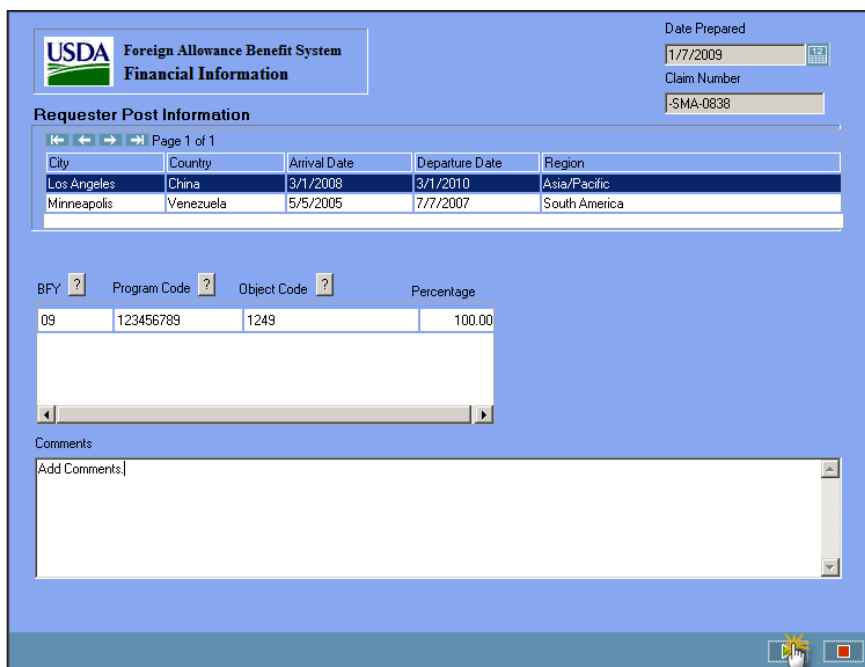


Figure 10.18: Budget Approver's SMA Processing Options

5. Prior to entering the financial information, add any additional attachments or comments to the SMA request.

 Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.

6. After you review the request, click Add Financial Info. When the *eFABS Financial Information* window opens, enter the budget fiscal year, program code, and SMA percentage. The object code automatically pre-fills based on the allowance type. Add any additional notes in the Comments section; click the green submit arrow (see Figure 10.19).



City	Country	Arrival Date	Departure Date	Region
Los Angeles	China	3/1/2008	3/1/2010	Asia/Pacific
Minneapolis	Venezuela	5/5/2005	7/7/2007	South America

BFY: 09    Program Code: 123456789    Object Code: 1249    Percentage: 100.00

Comments: Add Comments

**Figure 10.19: eFABS Financial Information Window**

7. The SMA is sent to the Claims Authorizer.

## 10.2.2 Claims Authorizer

1. When the Budget Approver submits an SMA, you will receive an email notifying you about the new request. You can access the SMA by clicking on the link in the email message or logging on to Metastorm BPM.
2. After you login to Metastorm BPM, select your To Do List and click once on the SMA request (see Figure 10.20). The *eFABS Separate Maintenance Allowance* processing window opens.

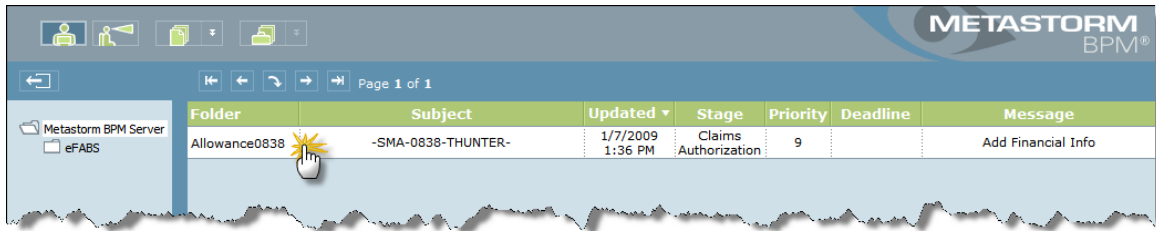


Figure 10.20: SMA Request in Claims Authorizer's To Do List

- The *eFABS Separate Maintenance Allowance* processing window has five tabs at the top of the window that allow you to view the SMA, financial information, attachments, notes, and audit trail (see Figure 10.21).

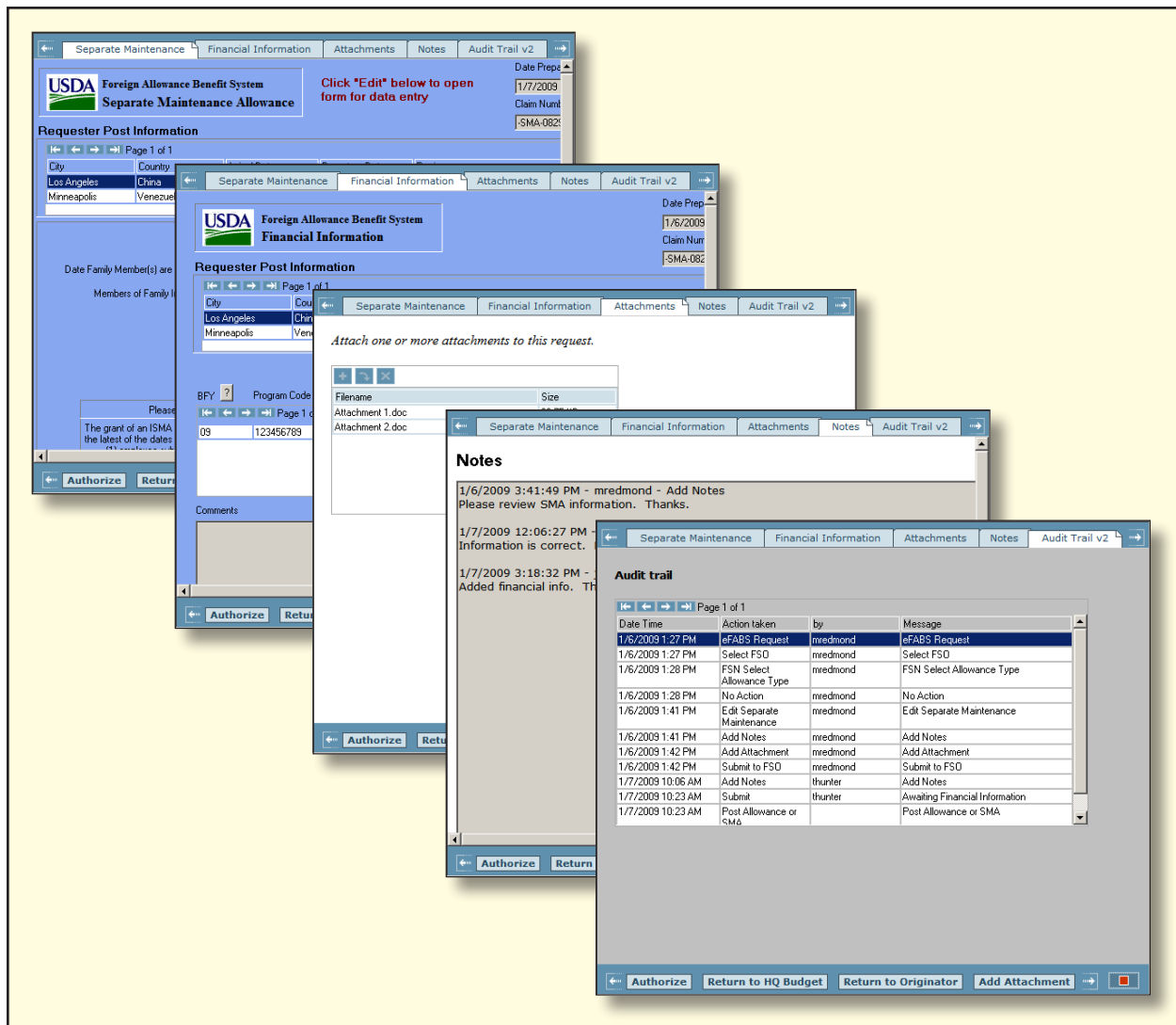

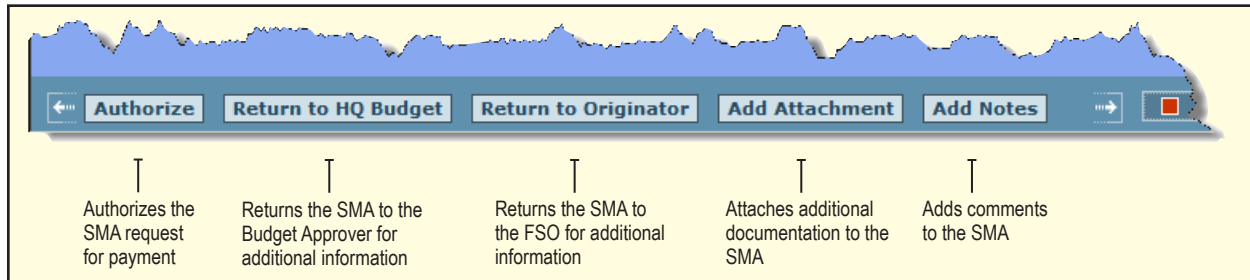


Figure 10.21: Claims Authorizer's SMA Window Tab Views


 *Tabs at the top of the window only allow you to view selected pages; you must use the options at the bottom of the window to process the SMA request.*

4. Five processing options are located at the bottom of the *eFABS Separate Maintenance Allowance* processing window (see Figure 10.22).



**Figure 10.22: Claims Authorizer's SMA Window Tab Views**

5. If the SMA requires additional information from the FSO, click Return to Originator. When the Add Note window opens, enter your comments, and click the green submit arrow. The request is returned to the FSO.
6. You can return the SMA to the Budget Approver by clicking Return to HQ Budget. Enter your comments in Add Note window, and click the green submit arrow.
7. Prior to authorizing the request, add any additional attachments or comments to the SMA request.

 *Refer to Section 2.5 for information about adding attachments and comments to eFABS allowances.*

8. After you review the request, click Authorize. When the verification window opens, click Yes.
9. The SMA approval process is complete.